

OFFICE OF THE DIRECTOR PRINCIPAL CH. DEVI LAL  
MEMORIAL GOVT. ENGG. COLLEGE, PANNIWALA MOTA  
(SIRSA).

Office Order

No. 283

Dated: 17/2/12

The Director-General, Technical Education, Haryana, vide letter no. 537/Engg. dated 08.02.2012, has conveyed that Worthy Financial Commissioner & Principal Secretary to Govt. of Haryana, Technical Education Department has ordered that henceforth the daily attendance of the staff in the College will be marked through Biometric system. Accordingly, the teaching, non-teaching staff and guest faculty will mark their daily attendance twice a day, Morning & Evening as per timing given below, in the Computer Lab no. 1 on the Biometric machine:-

Morning - From 8:45 am to 9:30am  
Evening - From 4:45pm onwards

The O/I Attendance & O/I Administration will jointly start collecting the data from the staff from today itself, in the Biometric machine. Sh. Devender Kumar, Dealing Attendance will assist them in this matter.

The present attendance system will also continue upto 09.03.2012.

Dr. D.S. Mor  
Director-Principal

Endst. No. CDLMGEC/Estt./2012/246/—247/ Dated: 17/2/12

A copy of the above is forwarded to the following for information & necessary action:-

1. PS to FCTE- for kind information of Financial Commissioner & Principal Secretary to Govt. of Haryana, Technical Education Department, Haryana, Chandigarh.
2. PS to DGTE- for kind information of Director-General, Technical Education, Haryana, Panchkula
3. PA to DP- for kind information of Director-Principal, CDLMGEC Panniwala Mota.
4. O/I Admin.
5. O/I ECE, CSE, EE, FT, ME, CE, Applied Sc.
6. O/I Attendance
7. Accounts Officer
8. All Teaching staff
9. All Non-Teaching staff
10. All Guest faculty to note
11. All Notice Boards
12. College website.

*Kojan*  
Deputy Registrar