



# DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009  
(FORMERLY DELHI COLLEGE OF ENGINEERING)  
BAWANA ROAD, DELHI-110042

F.No. 1/ 2-606/DTU/2015/Estt/Part file/Vol.1/879


Dated: 08/07/2022

## CIRCULAR

This is in continuation of the circular no. F.1/2-791/2019/Estt/DTU/479 Dated 27.05.2022, all the Deans/HoDs/Branch In-charges are requested to check/monitor the attendance of their respective staff/officials marked through Face Recognition System and update the leave records of their staff/officials in Face Recognition System regularly. User Id and Password of Face Recognition System will be sent on their respective Email Ids by the Computer Centre. All the Deans/HoDs/Branch In-charges will generate periodic reports of daily attendance in the Face Recognition System and ensure that their staff/ officials are marking their attendance regularly through Face Recognition System and their leave records are updated.

In case of any discrepancy/change, all the Deans/HoDs/Branch In-charges are requested to forward the matter to Head, Computer Centre. Computer Centre will verify the data with Face Recognition System and forward the consolidated report to Accounts Branch for release of monthly salary in the last week of each month.

This issues with the approval of the Competent Authority.


  
(Prof. Madhusudan Singh)  
Registrar

F.No. 1/ 2-606/DTU/2015/Estt/Part file/Vol.1/879

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Copy to :

1. PA to VC for kind information of the Hon'ble Vice Chancellor.
2. PA to Registrar for kind information of the Registrar.
3. All Deans/HoDs/Branch In charges.
4. COF/DDO with request to ensure of compliance of the circular in release of monthly salary of staffs/officers.
5. Head, Computer Centre with the request to take necessary action and also, upload the this circular on the University website.
6. Guard File.

  
(Dr. R. Kaushik)  
Dy. Registrar (Estt.)