



DELHI TECHNOLOGICAL UNIVERSITY

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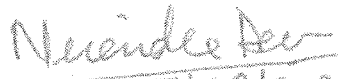
Subject: Schedule for Biometric Attendance Correction and Submission of Manual Attendance for Outsourcing Employees

It is hereby informed to all concerned that consequent upon the approval of the Competent Authority the salary cycle for the outsourced employees has been revised from the **25th of the previous month to the 24th of the current month**. Accordingly, all the stakeholders are requested to take note of the same.

The departments must regularly review the biometric attendance records. Any discrepancy, missing punch (IN/OUT) and CPL must be brought to the notice of the Computer Centre for rectification/update **by the 24th of every month**.

The duly verified **manual attendance record for the period from the 25th of the previous month to the 24th of the current month** must be submitted latest **by the 25th of every month** to the General Administration Branch.

This revised system has been introduced to streamline the salary disbursement process and ensure timely processing of monthly wages. Failure to comply with the above schedule may result in delays in the release of salary for the respective month. All outsourcing employees and their respective Heads are requested to take note of the above and ensure strict compliance.


(Prof. Nirendra Dev) 25/06/2025
Registrar, DTU

Copy to the following with a request for compliance: -

1. PA to Hon'ble Vice Chancellor
2. PA to Registrar
3. All Deans/HoDs/Branch In-Charges/Centre In-Charges.
4. Controller of Examination, DTU.
5. Controller of Finance, DTU.
6. Head, Computer Centre- for information and uploading on DTU's Website.