



# JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A' Category

Phone : 011 26059688 (12 Lines)  
Fax : 011 26059663  
Email : [inquiry@jamiahamdard.edu](mailto:inquiry@jamiahamdard.edu)  
Website : [www.jamiahamdard.edu](http://www.jamiahamdard.edu)

HAMDARD NAGAR  
NEW DELHI - 110062

D.No: Estab/LD/482.  
Dated: 23.03.2023

## CIRCULAR

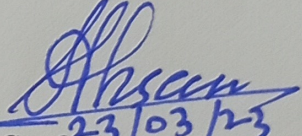
With reference to the Circular No.:Estab/LD/330 dated 24.02.2023 regarding Bio Metric Attendance, it has been observed that some of the teaching and non-teaching officials/staff are not recording their bio-metric attendance due to one pre-text or the other.

These employees are hereby informed to contact Mr. M. Rahil Beg, System Analyst, immediately, to get their bio-metric records registered and uploaded in the Bio-metric machine and start recording their attendance through the bio-metric machine installed in their respective buildings on immediate basis.

As the salary will be connected with the Bio-metric attendance immediately and accordingly such employees will not be able to draw their salaries until and unless they record their attendance through bio-metric attendance.

Therefore, all Deans and Heads of the Departments/Incharge/Director/Principal are requested to bring this to the notice of all employees of Jamia Hamdard in their sections for strict adherence/compliance of this circular.

Issued by the order of Competent Authority.

  
23/03/23  
(Dr. Sarfaraz Ahsan)  
Dy. Registrar

### Distribution:

1. All JH Employees
2. Finance Officer
3. System Analyst – to get it uploaded on JH website
4. AR/Secretary to Vice-Chancellor
5. PA to Registrar
6. Personal/Guard File