



JAMIA HAMDARD
(Deemed to be University)
Accredited by NAAC in 'A+' Category

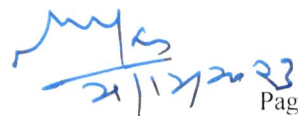
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D. No. Estab./LD/1732
21st December, 2023

OFFICE ORDER

As a part of digital transformation and with a view to improve efficiency in monitoring the attendance, leave records, processing of salary etc., Biometric Attendance Monitoring System (BAMS) was introduced in Jamia Hamdard with effect from March 2023 vide circular dated February 24, 2023 for registration of employees in the BAMS. Adequate number of Biometric machines have now been installed in every building at a convenient locations for recording of attendance by the faculty members, officers, and staff and differently abled persons. All the employees of Jamia Hamdard would be able to record their attendance in the specific machines installed at particular locations of their departments and schools. In connection to the successful operation of the system, following guidelines and rules provisions shall be followed:

1. The Biometric Attendance Monitoring System (BAMS) will be maintained by the System Analyst & Convener of e-Governance Committee, Mr. Mirza Rahil Beg, whereas the matter of attendance and policy related matters will be dealt by the Deputy Registrar, Dr. Sarfaraz Ahsan as a Nodal Officer.
2. All the teaching, academic, and non-teaching employees either regular or contractual, will record their attendance, arrival and departure time in the Biometric Attendance Monitoring System (BAMS) without exception.
3. The regular office timings are from 09:00 AM to 05:30 PM with 30 minutes of lunch break from 01:00 PM to 01:30 PM and these are to be scrupulously observed. During the month of Ramadan, the office timing will be 9:00 AM to 4:30 PM, or any other timings to be decided by the Vice Chancellor.
4. Late coming and early departures due to official commitments and miss-punches shall be regularized in UMS by all such employees through proper channel by 22nd of each month.
5. In case of failure to regularize attendance in the particular month, the salary of such employees for the un-regularized day(s) shall be deducted.
6. The monthly salary shall be processed on the basis of the attendance recorded in the BAMS integrated with the UMS from the 21st of the previous month to 20th of the current month.
7. Each employee has to put in 40 Hrs. of work time for the 5 days week. In case of the teaching staff, their attendance and workload will be assessed as per UGC Regulation 2018 (Clause-15).
8. Essential services staff such as staff deployed at MUH (Medical Staff), Drivers, Hostel Mess/ Scholar House Staff and Engineering & Maintenance Staff who are on the shift wise deployment, will record their attendance in the


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Biometric Attendance Monitoring System according to their shift timing, without fail.

9. The time recorded between 9:00 and 9:30 AM (30 Minutes) or as per their shift timing (30 Minutes), would not be counted towards the shortfall as this is given for marking attendance in Biometric system.
10. Where an employee or teaching staff is required to go for an official meeting or duty leave or special casual leave etc. in another office/ institute outside campus directly from home or proceed in the late afternoon from where (s) he is not likely to return to office, an intimation to this effect will be furnished in advance through UMS.
11. Arrival in the office/ department/ workplace/ laboratory after 10.00 AM or departure from office before 05:00 PM will be reckoned as half day Casual Leave subject to other rules mentioned here in. This will be applicable till Casual Leaves are available in the account of employees. If casual leave of employee is exhausted, Earned Leave (EL) shall be deducted and also, if required, a disciplinary action shall also be initiated against erring employees as deemed fit under the rules.
12. Leave of any kind should be applied well in advance to avoid post facto regularization of Leaves.
13. Any official availing half-day Casual Leave in the forenoon will make arrival entry in the Biometric Machine up to 02:00 PM and the official availing half-day Casual Leave in the afternoon will make departure entry in the BAMS at 01:15 PM or after.
14. Any employee going out from office for official duties will require to record outgoing time in biometric machine & clearly mentioned entry of visiting address, purpose, out time, in time & reporting supervisor's name for later approval through UMS.
15. Regularization of any grievance related to the attendance and leaves etc., shall be addressed through a Help Desk (Payroll) under Office of the Registrar through Nodal Officer (Deputy Registrar).
16. The above orders shall be effective from January 1, 2024.

Therefore, it is hereby informed that the Teaching, Academic and Non-Teaching either regular or contractual employees of Jamia Hamdard to adhere to the duty hours and follow the above guidelines for smooth integration of BAMS with UMS in Jamia Hamdard.

This issues with the approval of Vice Chancellor.


(Dr. M. A. Sikandar)
Registrar