



DELHI JAL BOARD: DELHI SARKAR  
OFFICE OF ASSTT.COMMISSIONER (T)  
VARUNALAYA PHASE-II, KAROL BAGH  
NEW DELHI-110005  
Phone No: - 011-23551279

F.No. DJB/AC(T)/2013/ 98232

Dated:- 16.08.2013

**Subject:- Drill for management of Bio-Metric Machines and attendance marking system.**

In continuation of earlier circular No. F.No.3(11)/81/2012/125662 dated 12.11.2012 (copy enclosed) it has now been decided that the salary of all employees from 1<sup>st</sup> September, 2013 onwards shall be made on the basis of absentee statement produced by Bio-Metric device and the copy of movement register duly verified by the Controlling Officer of the individual.

All AAOs/Accounts Officers are directed to ensure that salary of the employees is released on the basis of Attendance sheet produced by Biometric device and copy of movement register.

It is, therefore, directed that all concerned/ DDOs will take every possible action to ensure that Bio-Metric devices are properly functioning at their office/site and all employees are marking their attendance in Bio-metric device so that the salary may be disbursed as per absentee statement produced by bio-metric device.

**Encl: As above.**

*Sum*  
(S.K. SHARMA)

ASSTT.COMMISSIONER (T)/  
NODAL OFFICER (IT)

**All DDOs/AO(D)Estt./AO(T) Estt.**

**All AAOs/All AOs.**

Copy for information to:-

1. Vice Chairman, DJB.
2. Chief Executive Officer.
3. All Members/Secretary, DJB/Addl. CEO.
4. All Directors/All Jt. Directors/All Dy. Directors/All CEs/System Administrator/All SEs.
5. All ACs/All Admn. Officers/Dy. Director (LW)/Consultant (PR)/ LO(W)/ EO(W)/ EE(EDP)/CSO/ZEs/ZROs.



*Sum*  
ASSTT.COMMISSIONER (T)/  
NODAL OFFICER (IT)

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