

DEPTT. OF MED. EDUCATION & RESEARCH, CHD. ADMN.
GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
Sector - 32B, Chandigarh - 160030 (Ph.0172-2665253-59, FAX: 0172-2609360)

ORDER - FACE RECOGNITION ATTENANCE MACHINES.

It has been observed that despite of installation of 20 face recognition attendance machines at different locations of GMCH, online attendance is not being marked by all the employees. This results in delayed verification of the attendances of outsourced staff and delayed submission of the bills by the contractor to this institute. As per statutory provisions of labour laws, it is imperative to mark proper attendance, thus, all the employees of GMCH, whether appointed regular, direct contract, outsourcing, tenure, etc. are hereby directed to mark their attendance online using these machines.

Keeping in view the issue of delayed payments of wages to outsource workers, henceforth, the monthly wages of outsource staff will be prepared on the basis of attendance marked on face recognition attendance system only and the system of physical verification of the attendance from the reporting officer will be discontinued. If attendance of any worker is not found online verified, he/she shall be treated willfully absent unless regularized by the competent authority.

It is further clarified that in case it is found that any outsource worker, after marking his/her online attendance, leaves the premises without approval, then his/her services shall be replaced immediately without giving any notice. In the case of such regular employees, the chargesheet for major penalty shall be issued and for direct contract employees, their contract shall be terminated immediately without any notice. The HOD/Branch incharge are also requested to ensure strict compliance of marking online attendance by their supporting staff.

System Analyst is directed to provide report of online attendance of outsource workers to the concerned branch by 25th of every month. This report shall contain attendance of the workers upto 20th of the current month and the attendance of the past month from 21st onwards. System Analyst may be contacted in case of any issue related to marking of online attendance of an employee. Non-functional machines may also be brought to his knowledge for immediate replacement or repair.

This is to further emphasize that surprise random inspections will be conducted by the authorities in this regard and no excuse shall be accepted if anyone is found unauthorizedly absent. This report of online marking of attendance is also personally monitored by the higher authorities routinely.

All the HODs/Branch Incharges are hereby requested to circulate this order to officials working under their control for strict compliance.

Jasvinder Kaur 23/06/23

Dated : 23 JUN 2023

A copy is forwarded to the following for information and necessary action:

1. Professor Incharge (Academic), GMCH, Chandigarh.
2. The Medical Superintendent, GMCH, Chandigarh.
3. The Joint Director (Admn.), GMCH, Chandigarh.
4. Joint Director/GRIID, Chandigarh.
5. Medical Superintendent, MHI, Chandigarh. ⑥ 4/11 HOD, GMCH-32
6. Deputy Medical Superintendents, GMCH, Chandigarh.
7. Principal, College of Nursing, Chandigarh.
8. Deputy Controller (F&A), GMCH, Chandigarh.
9. System Analyst, GMCH, Chandigarh. to e-circulate, ①.
10. Registrar (Academics), GMCH, Chandigarh.
11. Chief Dietician, GMCH, Chandigarh.
12. Librarian, GMCH, Chandigarh.
13. Nursing Superintendent, GMCH, Chandigarh.
14. Dispensary Superintendent, GMCH, Chandigarh.
15. All Office Superintendents, GMCH, Chandigarh.
16. Store Officer, GMCH, Chandigarh.
17. Incharge Communication, GMCH, Chandigarh.
18. Incharge Control Room, GMCH, Chandigarh.
19. PA/SMER, for the information of Secretary, Medical Education & Research, Chandigarh Admn.

Joshi Indu Ka
23/06/23
Director,
Medical Education & Research,
Chandigarh Administration.