

UNIVERSITY COLLEGE OF MEDICAL SCIENCES
(UNIVERSITY OF DELHI)
G.T.B. Hospital, Dilshad Garden, Delhi.

No.MC/CCS/2022-23/ 441-C

Dated: 09.07.2022

NOTICE

The College follows the policy of '**NO WORK NO PAY**'. All Heads of the Departments and Section In-charges are requested to provide attendance of the staff members on daily basis by 4 p.m., **in the enclosed format** w.e.f. 11.07.2022 onwards, to regulate the pay accordingly. It may be noted that if any staff member leaves the work station after marking the attendance will be treated as 'Absent' and any gathering in the campus will be video-graphed. The attendance report(s) shall be submitted in the C.C. Section and its scanned copies may be mailed to: data@ucms.ac.in.

It is also requested that the Notice may be circulated amongst the staff members.

This is issued with the approval of the Competent Authority.


Assistant Registrar (CCS)

Copy for information and necessary action to:

1. The Head, Department of _____, UCMS & GTB Hospital, Delhi;
2. The Professor In-charge (LT/MEU/CAH/MRU), UCMS;
3. The Coordinator, Hospital Laboratory Services, UCMS;
4. The Provost/ Wardens (GH/ BH), UCMS;
5. The Deputy Registrar, UCMS;
6. The Assistant Registrar (Academic/ General/ PO/ JR Office/ Establishment/ CCS/ Stores), UCMS;
7. The Section Officer (Accounts/ Salary/ Research Cell), UCMS;
8. The Librarian/ Security Officer, UCMS;
9. The In-charge (DBMI), UCMS - for uploading on College website;
10. Notice Board(s).

University College of Medical Sciences (UCMS)

Attendance

Department Name

Date

09/07/2022

Timings

Sl. No	Name	Designation	FORENOON				LUNCH	AFTERNOON		Remarks
			09-10	10-11	11-12	12-01	01-1:30	1:30-2:30	2:30-4:00	
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Note:
P - Present
A - Absent

Signature & Stamp - Head of the Department