

**GOVT. COLLEGE WOMEN UNIVERSITY**  
**FAISALABAD (REGISTRAR OFFICE)**



Phone: +92-41-9220695

Ref. No. GCWUF/Reg/Estt./21/ 7192

Dated: 27-07-2021

(REMINDER-I)

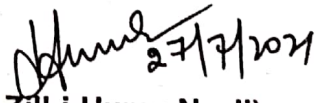
- All Coordinators of the Faculties
- All Chairpersons/ Incharges of Teaching Departments
- All Principal/ Incharge Officers of Administrative Offices

Subject: **BIOMETRIC ATTENDANCE**

Respected Madam/ Sir,

It is a matter of grave concern that a few Teaching, Non-Teaching Staff and Visiting Faculty did not make their Biometric Attendance despite the several circulars in this regard.

2. The Competent Authority has shown complete displeasure over this attitude shown by some individuals.
3. Therefore, I am directed by the Competent Authority to request you once again to ensure the Biometric Attendance of all University Teaching and Non-Teaching Staff (College Cadre/ University Cadre and Visiting Faculty) with immediate effect. In case of non-compliance, all such employees will be treated as "Absent". Visiting faculty ensure its biometric registration till 30-07-2021.

  
(Dr. Zill-i-Huma Nazli)  
Registrar

Copy for information and necessary action to:

1. PS to Vice Chancellor
2. Treasurer
3. IT Manager (with the request to display on the University Website and Employees WhatsApp Group)
4. Resident Auditor
5. PA to Registrar/ All Branch Incharges of Registrar Office (with the direction to intimate their respective staff)
6. Record File.

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