

CSIR - Institute of Genomics & Integrative Biology
Mall Road, Delhi-110007

No.AO/Misc./2014/

5th September 2014

OFFICE MEMORANDUM

In order to record entry and exit to CSIR-IGIB premises, biometric monitoring system is being installed at both campuses of CSIR-IGIB (Mall Road and Mathura Road). The registration of thumb impression in the biometric monitoring system will be done as per the following schedule:

Date	Time	Venue
9 th & 10 th September 2014	11:00 AM to 5:00 PM	Reception area, Mall Road
11 th & 12 th September 2014	11:00 AM to 5:00 PM	Reception area, Mathura Road

All the staff members/students are requested to register their thumb impression in any of the locations and regularly use the biometric system for their entry/exit in CSIR-IGIB both campuses with effect from 15-09-2014.

Hindi version will follow.



(Suraj Kant)
Administrative Officer / PS to Director

Copy to:

1. All staff members and students
2. PS to Director
3. Shri Krishan Singh, Security Officer: To ensure the recording of entry/exit by all the staff members & students in the CSIR-IGIB at both campuses.
4. Shri Navneet Mishra, Hindi Officer.
4. Office copy