

**CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND  
INFORMATION RESOURCES  
DR. K.S. KRISHNAN MARG, NEW DELHI – 110012,  
14, SATSANG VIHAR MARG, NEW DELHI – 110067**

No. COA/15/2020

16<sup>th</sup> March, 2020

**OFFICE MEMORANDUM**

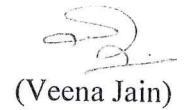
**Sub.: Suspension of Biometric Attendance Machines.**

In view of CSIR letter No. 5-1(17)/2008-PD dated 6.3.2020 the operation of Biometric Attendance Machines has been temporarily suspended till further orders.

In view of the above, to ensure punctuality and discipline, all Officers/staff are requested to mark their attendance manually in the Attendance Registers. The attendance registers will be maintained by HoDs/Sectional Heads.

All HODs/Sectional Heads are requested to ensure compliance of above orders.

This issues with the approval of Director, CSIR-NISCAIR.



(Veena Jain)

Controller of Administration

Copy to:

1. PS to Director, CSIR-NISCAIR
2. Scientific Coordinator
3. All HoDs/ Sectional Heads
4. Head IITM for uploading on NISCAIR website
5. Notice Boards