

**DELHI PHARMACEUTICAL SCIENCE AND RESEARCH
UNIVERSITY**

(Established under Act 07 of 2008, Govt. of NCT of Delhi)

Sect-III, Pushp Vihar, M.B. Road, New Delhi-110017

F.No.10/122/2016/DPSRU/ 2318 - 2324

Dated: 15/3/2019

OFFICE ORDER

1. In order to expedite the process of timely payment of monthly salary to the Contractual Staff/Daily Wage Workers of the University, all the Contractual Staff/Daily Wage Workers are hereby directed to ensure that their monthly Attendance Form (as per DPSRU format), shall be submitted in the admin department positively on or before 2nd day of each month.
2. The Attendance Forms shall be verified by their respective Reporting Officers/HoDs, and simultaneously cross verified by Sh. Kirshan Kumar, EPABX operator/In-charge Biometrics.
3. In case, the said forms are not submitted in time as mentioned above, the concerned Staff Member shall be solely responsible for any delay in payment of monthly salary by the Accounts Department of the University.

This is issued with the approval of Competent Authority.

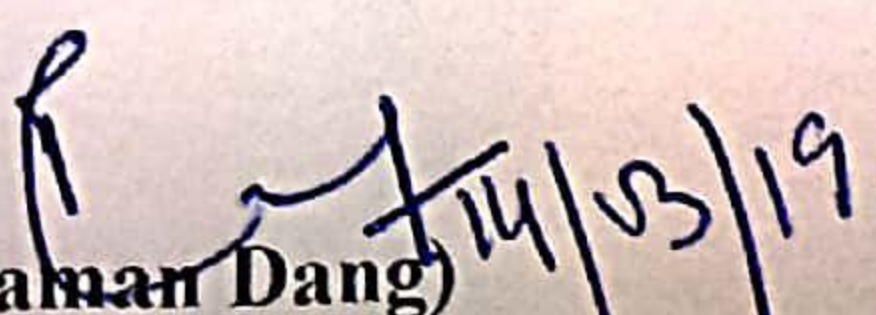

(Dr. Raman Dang)
Registrar, DPSRU

F.No.10/122/2016/DPSRU/ 2318 - 2324

Dated: 15/3/2019

Copy forwarded for information to:

1. PS to the Hon'ble V.C. DPSRU.
2. PA to Registrar.
3. PA to Director, DIPSAR.
4. All H.O.Ds to bring this to the notice of all Contractual Staff/Daily Wage Workers of their Dept.
5. Sr. Accounts Officer.
6. IT in-charge – with the direction to upload the Office order on website.
7. Sh. Kirshan Kumar, EPABX Opr./ In-Charge Biometrics with the direction to ensure compliance as mentioned in Para 2 above.
8. Guard File.


(Dr. Raman Dang)
Registrar, DPSRU