

OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI

CIRCULAR

The Bio-Metric Attendance System shall be functional at Tis Hazari Court Complex, Delhi w.e.f. 17.11.2011. Henceforth, all the employees posted at Tis Hazari Courts shall mark their attendance through Bio-Metric Attendance Card Readers/Terminals also in terms of training imparted to them at the time of issuance of Bio-Metric Attendance Card.

Employees can mark their attendance in 37 Biometric Attendance Terminals/Readers installed at various locations at Tis Hazari Courts, Delhi. Copy of the layout plan of these Terminals/Readers is annexed herewith. Attendance can be marked in any of the terminals but it is advised that the attendance should be marked at the terminal nearest to the Court/Branch where the official is posted. All the attendance Terminals/Readers shall be functional between 9.30 AM to 5.45 PM. Those employees who enters the premises before 9.30 AM and leaves after 5.45 PM shall mark their attendance at the terminal installed outside Room No. 4 (Ground Floor) which shall be functional round the clock.

However, the prevailing practice of marking attendance in Attendance Register as well as in attendance sheet shall continue till further directions. In case, any of the staff member faces any problem with the functioning of the Biometric Attendance Terminal or Smart Card, he/she can contact Superintendent, Administration Branch-I, R. No. 204, Tis Hazari Courts, Delhi.

It is clarified that those officials who are presently posted at Tis Hazari Courts Complex and have not so far received their Bio-Metric attendance cards, shall inform it to the Superintendent, Administration Branch-I, Tis Hazari Courts, Delhi.

Sunita Gupta 11/11/11
(SUNITA GUPTA)
District & Sessions Judge
Delhi

Admn.I/BioM/2011/No. 53730-53940

Dated, Delhi the 11/11/11

Copy forwarded for information & necessary action to:-

1. The District Judge & Addl. Sessions Judge I/C, North District, Delhi.
2. The District Judge & Addl. Sessions Judge I/C, West District, Delhi.
3. All the Judicial Officers, Tis Hazari Courts, Delhi for circulation amongst staff under their control.
4. The Superintendent, Admn. I with the direction to implement and manage the Bio Metric Attendance system as per the rules/guidelines.
5. The Superintendent, Computer Branch with the direction to look after all the technical aspects/maintenance and financial matters of Biometric Attendance System such as budgeting, bill payments etc.
6. The Superintendent, Care Taking Branch with the direction to take over the duplicate keys of all the Readers/Terminals from the vendor and shall be responsible for the security/care taking of these Readers/Terminals, Switches installed at Tis Hazari Court Complex.
7. All the Administrative Officers/Superintendents/Branch Incharges, Tis Hazari Courts, Delhi for circulation amongst staff under their control.
8. Personal Office of District & Sessions Judge, Delhi.
9. The Administrative Civil Judge (Central), Tis Hazari Courts, Delhi.
10. Website Committee, Tis Hazari Courts, Delhi.
11. The Managing Director, M/s Abacus Softech Ltd. B-79, Ground Floor, Sector-6, Noida, U.P.-201301.

Sunita Gupta 11/11/11
District & Sessions Judge
Delhi

Location of the Biometric Attendance Card Readers/Terminals installed at Tis Hazari Court Complex

Sr. No.	Location of Terminal	Reader / Terminal No.	Functional
Ground Floor			
1	Tehsil Side Gate (Infront of Stairs)	1	Yes
2	Infront of Room No. 39(opp. CMM Ahlmad Room)	2	Yes
3	Near Room No. 37 (Infront of Lift, Main Gallery)	3	Yes
4	Infront of Lift No. 06 (Main Gallery) Nr. Room No. 28	4	Yes
5	Infront of Lift No. 08 (Main Gallery) Nr. Room No. 28	5	Yes
6	Central Hall	6	
7	Central Hall	7	
8	Central Hall (Near Punjab Agro Juice Bar)	8	Yes
9	Infront of Lift No. 03 (Main Gallery) Nr. Room No. 18	10	Yes
10	Infront of Lift No. 02 (Main Gallery) Nr. Room No. 13	11	Yes
11	Infront of R.No. 3	12	Yes
12	Infront of R.No. 4	13	Yes

Sr. No.	Location of Terminal	Reader / Terminal No.	Functional
First Floor			
13	Tehsil Side (Infront of Prosecution Office)	14	Yes
14	Infront of R.No. 177 (CMM Office)	15	Yes
15	Central Hall (Opposite Lift No. 04 & 05)	16	Yes
16	Central Hall (Opposite Lift No. 04 & 05)	17	Yes
17	Infront of Lift No. 02 (Out side Room No. 115)	18	Yes
18	Infront of Lift No. 02 (Out side Room No. 115)	19	Yes
19	Near Room No. 106	20	Yes
20	Infront of Room No. 103	21	Yes
21	Infront of Room No. 104 (Nr. Lift No. 1)	22	Yes

Sr. No.	Location of Terminal	Reader / Terminal No.	Functional
Second Floor			
22	Tehsil Side Gate (Near Room No. 285)	23	Yes
23	Opposite Lift No. 07 (Main Gallery) Nr. Room No. 263	24	Yes
24	Central Hall (Infront of Room No. 232-B (Opposite Lift))	25	Yes
25	Central Hall (Infront of Room No. 232-B (Opposite Lift))	26	Yes
26	Nr. Room No. 221 (In front of Lift No. 3)	9	Yes
27	Infront of Room No. 204 (Admn. Branch)	27	Yes
28	Infront of Room No. 203	28	Yes
29	Near Ahlmad Room D-J-II, Nr. Room No. 201	29	Yes

Sr. No.	Location of Terminal	Reader / Terminal No.	Functional
Third Floor			
30	Infront of Library (R.No. 374)	30	Yes
31	Central Hall (Opp. Lift No. 4 & 5)	31	Yes
32	Central Hall (Opp. Lift No. 4 & 5)	32	Yes
33	Near Room No. 317, Main Gallery (Opp. Lift)	33	Yes
34	Near Room No. 317, Main Gallery (Opp. Lift)	34	Yes
35	Near Room No. 313, Main Gallery (Opp. Lift)	35	Yes
36	Infront of Room No. 303	36	Yes
37	Infront of Room No. 304	37	Yes