



HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH AND  
ASSOCIATED HAH CENTENARY HOSPITAL  
JAMIA HAMDARD, NEW DELHI-110062

Date: 10/05/2017

MOST URGENT

OFFICE ORDER

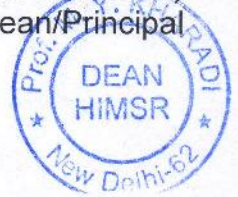
Further to office order dated 06/11/2017, it is advised that all the faculty members Demonstrators, SRs and JRS should be regular in doing IN and OUT punch for MCI Bio-metric as well as HIMSR Bio-metric machine. It is noticed that some of the resident doctors are not doing OUT punch regularly. A single punch will be marked as absent for the day. If anyone faces any issue regarding IN or OUT punch, please contact the IT Team immediately.

IT team contact number - +91-8447222645, +91-9540531333

This is issued for strict compliance with immediate effect.

*[Handwritten signature]*

(Prof. M Y Kharadi)  
Dean/Principal



Copy to:

1. Director General, HIMSR & HAHCH for information
2. Medical Superintendent, HAHCH Hospital
3. All Head of the Departments, HIMSR
4. Head Finance & Administrative for Information
5. AM (IT)
6. HIMSR Website – Himsr.org