

# **CIRCULAR**

All the employees of this Court are hereby informed that they are required register themselves for the new Biometric Attendance System. They are required to submit a registration form named “BIOMETRIC EMPLOYEE ENROLLMENT FORM (ANNEXURE F)” is available on High Court website under “download” section and will also be circulated in all branches through the Superintendent. All the employees are also required to get their finger prints scanned. The finger print scanning and form submission counter has been setup in Room No. B-25. All the employees are required to visit the above mentioned room for their registration on the date as mentioned in the “enrollment schedule (ANNEXURE E)”, along with duly filled “registration form”.

You are also advised to go through the “**Enrollment Instructions**” to avoid any kind of confusion or chaos.

**ANNEXURE F**  
**BIOMETRIC EMPLOYEE ENROLLMENT FORM**

PUNJAB AND HARYANA HIGH COURT, CHANDIGARH

**(PLEASE FILL IN CAPITAL LETTERS)**

**PERSONAL DETAILS**

EMP. NAME

NAME (FATHER/HUSBAND)

NAME (MOTHER)

DATE OF BIRTH  /  /

DD/MM/YYYY

BLOOD GROUP

(Optional)

SEX (M/ F)

ADDRESS

MOBILE

E-MAIL

(Optional)

EDUCATIONAL

QUALIFICATION

ADDITIONAL SKILLS (Optional)

**OFFICIAL DETAILS**

EMPLOYEE CODE

DATE OF JOINING  /  /

DD/MM/YYYY

DESIGNATION

BRANCH

SIGNATURE

## **Enrollment Instructions**

1. Please visit the registration counter on the date as mentioned in the schedule according to your branch.
2. It is advised that employees of the scheduled branch visit the counter in batches of 4-6 to avoid disruption of work and rush at counter. The branch incharges are requested to take note of this and co-ordinate accordingly.
3. If an employee is absent on the scheduled date or is unable to register him/herself, he/she should visit the counter next day between 4-5 PM positively.
4. If there is a problem in scanning finger prints of an employee, he/she might be asked to visit again between 4-5 PM.
5. The registration/enrollment form should be duly filled and signed before you visit the counter.
6. For any queries please visit only between 4-5 PM or call on extension no **360**.

**ANNEXURE E**  
**Enrollment Schdule for Biometric Attendance System**

Sno.	Branches	Total	Timing	Location	Date	Day Count
1	Criminal SB-DB	133	10 AM -3 PM	RCB	02-Dec-13	153
2	Computer Branch	20	3 PM-4 PM	MB	02-Dec-13	
3	Writ	107	10 AM -2 PM	RCB	03-Dec-13	147
4	Accounts	20	2 PM-3 PM	MB	03-Dec-13	
5	Bills	20	3 PM-4 PM	MB	03-Dec-13	156
6	Civil Revision	83	10 AM -1 PM	MLPB	04-Dec-13	
7	Protocol (g & m )	73	1:30 PM-4 PM	MB	04-Dec-13	149
8	Establishment 1	41	10 AM-12 PM	MB	05-Dec-13	
9	Copy Branch	40	12 PM-2 PM	RCB	05-Dec-13	140
10	Pool (Peon,Daftri)	35	2 PM- 3 PM	MB	05-Dec-13	
11	CRC & Computer Cell	33	3 PM-4 PM	RCB	05-Dec-13	136
12	Civil II (RSA)	49	10 AM-12 PM	RCB	06-Dec-13	
13	Co-ordination/Dispatch	46	12 AM-2 PM	FRT0	06-Dec-13	146
14	Gazette 2	45	2 PM- 3 PM	EXTW	06-Dec-13	
15	DRR	73	10 AM- 2 PM	RCB	07-Dec-13	146
16	RKJ	63	2 PM-4 PM	RCB	07-Dec-13	
17	Confidential	32	10 AM-11 AM	MB	09-Dec-13	141
18	Library	32	11 AM- 12 PM	EXTW	09-Dec-13	
19	Civil I (RFA)	31	12 AM-1 PM	EXTW	09-Dec-13	146
20	Court Officers (MTC)	27	1:30 PM-2:30 PM	MTCB	09-Dec-13	
21	General	24	2:30 PM-3:30 PM	MB	09-Dec-13	141
22	Accounts	20	10 AM-11 AM	MB	10-Dec-13	
23	Bills	20	11 AM- 12 PM	MB	10-Dec-13	146
24	Recruitment (HC)	20	12 PM- 1 PM	MB	10-Dec-13	
25	Weeding/Destruction	20	1:30 PM - 2 PM	FRT0	10-Dec-13	141
26	Gazette 1	17	2 PM- 2:30 PM	MB	10-Dec-13	
27	Digitilization	16	2:30 PM - 3 PM	FRT0	10-Dec-13	146
28	Rules Branch	14	3 PM - 3:30 PM	MB	10-Dec-13	
29	Supreme Court Cell	14	3:30 PM- 4 PM	FRT0	10-Dec-13	146
30	Lok Adalat	13	10 AM - 10:30 AM	EXTW	11-Dec-13	
31	Exclusive Cell	12	10:30 AM- 11 AM	MB	11-Dec-13	146
32	Stationary	12	11 AM- 11:30 AM	FRT0	11-Dec-13	
33	Court Officers (P)	12	11:30 AM- 12 PM	MTCB	11-Dec-13	146
34	Vigilance Branch	11	12 PM - 12:30 PM	MB	11-Dec-13	
35	Litigation Cell	11	12:30 PM - 1 PM	EXTW	11-Dec-13	146
36	Service Book	10	1:30 PM - 2 PM	MB	11-Dec-13	
37	Inspection Branch	10	2 PM-2:30 PM	FRT0	11-Dec-13	146
38	Re-Construction	10	2:30 PM-3 PM	MLPB	11-Dec-13	
39	Cash	9	3 PM -4 PM	MB	11-Dec-13	146
40	Liquidation Branch	9	3 PM -4 PM	FRT0	11-Dec-13	
41	Monitoring Cell	9	3 PM -4 PM	FRT0	11-Dec-13	146
42	Grouping Cell	9	3 PM -4 PM	EXTW	11-Dec-13	
43	Mediation	9	3 PM -4 PM	EXTW	11-Dec-13	146
44	Rules Cell	8	10 AM - 11 AM	MB	12-Dec-13	
45	CRA	8	10 AM - 11 AM	MB	12-Dec-13	146
46	RTI	8	10 AM - 11 AM	RCB	12-Dec-13	

47	ASD	8	10 AM - 11 AM	RCB	12-Dec-13
48	Vigilance Cell	7	11 AM- 12 PM	MB	12-Dec-13
49	Enquiry Cell	7	11 AM- 12 PM	MB	12-Dec-13
50	Criminal RA	7	11 AM- 12 PM	MLPB	12-Dec-13
51	Recruitment (hcs/pcs)	6	11 AM- 12 PM	MB	12-Dec-13
52	Reader Enquiry	5	12 PM-1 PM	EXTW	12-Dec-13
53	RKG	5	12 PM-1 PM	RCB	12-Dec-13
54	ILR	4	12 PM-1 PM		12-Dec-13
55	Court Officer (Store)	4	12 PM-1 PM		12-Dec-13
56	Monitoring Committee	4	12 PM-1 PM		12-Dec-13
57	EAPBX	3	12 PM-1 PM	MB	12-Dec-13
58	Indian Law Institute	3	12 PM-1 PM	EXTW	12-Dec-13
59	Election	3	12 PM-1 PM	EXTW	12-Dec-13
60	Museum	3	1:30 PM- 2:30 PM	RCB	12-Dec-13
61	Statistical Cell	3	1:30 PM- 2:30 PM		12-Dec-13
62	Guest House	3	1:30 PM- 2:30 PM		12-Dec-13
63	Clerk with JR	3	1:30 PM- 2:30 PM		12-Dec-13
64	Stay Proceeding	2	1:30 PM- 2:30 PM	MLPB	12-Dec-13
65	HPS Section	2	1:30 PM- 2:30 PM		12-Dec-13
66	Pre Lok Adalat	2	1:30 PM- 2:30 PM		12-Dec-13
67	NCC	4	1:30 PM- 2:30 PM	EXTW	12-Dec-13
68	Pool (Usher)	13	2:30 PM-3:30 PM	MB	12-Dec-13

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For Missed out Employees etc. (Please call at ext no. 360 before visiting)	13-Dec-13
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RCB	Record Building
MB	Main Building
MLPB	Multi-Level Parking Building
FRTD	Front Office Building
EXTW	Extension Wing