



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006


F.3 (7)/Admn/2018/IGDTUW/Part file-II 370

Dated: 29/7/20

CIRCULAR

For grant of Periodical Increment Certificate to the employees of IGDTUW, the attendance report as on **Ist July 2020** in respect of all regular Non-Teaching Staff is required as per rules.

Therefore, all the HODs/Branch Officer are requested to send the attendance certificate of each staff member (Non-Teaching) working in their Department that they were present on first working day of July 2020 i.e. 01.07.2020 so that increment due on 01.07.2020 could be allowed.

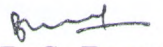

(Prof. R. K. Singh)
Registrar, IGDTUW

F.3 (7)/Admn/2018/IGDTUW/Part file-II 371-379

Dated: 29/7/20

Copy forwarded to the following for information & necessary action :-

1. All Deans (Planning & Development, Examination affairs, Academic Affairs), IGDTUW. *International Affairs, Student Welfare*
2. Dy. Deans (Industrial Research & Development, Student Welfare, Research & Consultancy and Examination Affairs), IGDTUW.
3. All HoDs (CSE, IT, ECE, MAE, ASH), IGDTUW. *ITP*
4. Store Incharge, IGDTUW.
5. Assistant Finance Officer, IGDTUW.
6. Librarian, IGDTUW.
7. PS to Vice Chancellor, IGDTUW.
8. All concerned Non Teaching regular staff whose increment is due on 01.07.2020 with the direction to get their attendance certificate for July 2020 duly verified by the concern HoD/Branch Officer, forwarded immediately.
9. Guard File.


(B. S. Rawat)
Incharge (Pers.), IGDTUW