



**TIME BOUND & URGENT**

**Indira Gandhi Delhi Technical University For Women  
(Established by Govt. of Delhi vide Act 09 of 2012)  
Kashmere Gate, Delhi-110006**

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F.3(96)/Admn./2017/IGDTUW/Pt.File/ 1188

Date: 5 October 2023

**OFFICE ORDER**

The Chief Electoral Officer, Delhi has directed IGDTUW, Delhi to provide the information of all regular Teaching and Non-Teaching Staff (Individually) in prescribed format (copy enclosed) at the earliest.

In view of above, all Deans, all HODs and all Branch Incharge of this University are required to submit the duly filled and signed form (copy enclosed) from the regular official/staff (Teaching and Non-Teaching) working in their department/branch.

The duly filled forms are to be submitted in the Office of AR (Pers) latest by 9 October 2023, 4:00 PM for further submission to the Office of Chief Electoral Officer, Delhi.

**Encl: As above**

**(Prof. Manoj Soni)  
Registrar, IGDTUW**

F.3(96)/Admn./2017/IGDTUW/Pt.File/

Date: 5 October 2023

Copy forwarded for information and necessary action to the:

1. PS to Hon'ble Vice Chancellor, IGDTUW
2. Pro-Vice Chancellor, IGDTUW
3. All Deans (Examination Affairs/Academic Affairs/Student Welfare/International Affairs/IRD&RC), IGDTUW
4. All HODs (MAE/ECE/CSE/IT/ASH/Arch.&Plg./Management/AI&DS), IGDTUW
5. Deputy Finance Officer, IGDTUW
6. System Analyst with the request to upload the information on the IGDTUW website.
7. Guard File

**(Prof. Manoj Soni)  
Registrar, IGDTUW**

**Details of all regular employess physically  
working in IGDTUW**

**Note: All \* mark entries are must to provide.**

EPIC No./Voter Id Card No\* :- \_\_\_\_\_

**Personal Information**

Title of Official/Officer \* :- Sh./Ms.

First Name of Official/Officer\* :- \_\_\_\_\_

Middle Name of Official/Officer\* :- \_\_\_\_\_

Surname of Official/Officer\* :- \_\_\_\_\_

Gender \* :-                                      Male      Female                      Third Gender

Marital Status \* :-                              Unmarried    Married    Single    Widow    Widower

Father Name \* :- \_\_\_\_\_

Spouse Name: - \_\_\_\_\_

Date of Birth (DD/MM/YYYY) \* :- \_\_\_\_\_

Employee Category \* :- \_\_\_\_\_

Department in which physically working \* :- \_\_\_\_\_

Office Details in which physically working\* :- \_\_\_\_\_

Whether Presently Residing in Delhi \* :-    Delhi                      Outside Delhi

Present Residential Address \* :- \_\_\_\_\_

Pin Code\*:- \_\_\_\_\_

Mobile No. \* :- \_\_\_\_\_

Alternate Contact No. :- \_\_\_\_\_

E-Mail ID :- \_\_\_\_\_

Whether Appointed as BLO/BLO Supervisor \* :-    YES    NO

Signature of Employee

If BLO, Assembly Constituency where posted as BLO \_\_\_\_\_

If BLO, AC Part No\*:- \_\_\_\_\_

Whether belongs to any cadre :-

Whether employee on Long Leave, i.e. CCL/Medical Leave/EL. etc. :-

Leave Duration: - \_\_\_\_\_

**Assembly Constituency**

AC of Present Residential Address: - \_\_\_\_\_

AC in which working Presently: - \_\_\_\_\_

Specify the Home Town of Employee \* :- Delhi Outside Delhi

AC of Home Town :- \_\_\_\_\_

Whether Register Voter \* :- YES NO

**Other Information**

Whether Person with Disability \* :- YES NO

Type of Disabilities:-

Percentage of Disabilities: - \_\_\_\_\_

Remarks:- \_\_\_\_\_

Signature of Employee