



**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
KASHMERE GATE, DELHI – 110 006.**

F.No.IGDTUW/Reg.Off./2021-22/

Date: 14.11.2021

OFFICE ORDER

In pursuance to the Department of Environment and Forests, GNCTD Order F.No.10(39)/ENV/2021/4914-4970 dated 13th November 2021, the University shall be closed (except for exams/placement works & activities) with immediate effect till 20.11.2021. However, all the classes/academics and other activities related to students shall continue on virtual/online mode by the faculty members.

Further, all the Offices/Departments shall also remain closed with immediate effect till 17.11.2021 (except Accounts/Administration/Dairy & Dispatch Section). However, all officers/officials shall work from home and will not leave the station without prior permission and concern Deans/HoDs/Section and Branch Heads/In-charges will assign official work/assignment to all the staff members who are working under their control.

It is further, advised to all the Deans/HoDs/Section & Branch Heads that they can be called to attend the University for any important or/and time-bound work/activities in the interest of the Students, University and public at large. Besides this any staff member may be called in the University by the Competent Authority for any urgent nature official work.

In addition to the above, it is also advised to ensure safety in the office and workplaces, all the officers/officials are requested to follow the guidelines issued by the Government (State/Central) including wearing of a mask, social distancing, and installation of Arogya Setu App in their mobiles etc.

This issues with the approval of Competent Authority.

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**[PROF. R. K. SINGH]
REGISTRAR**

Copy to - for information and necessary compliance: -

- 1) Pro-Vice Chancellor, IGDTUW
- 2) Deans (Academic Affairs/Examination Affairs/Student Welfare/International Affairs/R&C/IRD)
- 3) HoD (IT/CSE/ECE/MAE/DAP/Management)
- 4) Chief Proctor/Chief Hostel Warden/Librarian/Training & Placement Officer(s)
- 5) Additional Registrar (GA/HR)/Dy. Controller of Examinations/Asstt Registrar (Examinations)/ Assistant Registrar (Academics)/ System Analyst
- 6) Assistant Finance Officer/AAO
- 7) Incharge (Personnel)
- 8) Incharge (Web Services) to place the order on the University Website
- 9) PS to Vice-Chancellor
- 10) PA to Registrar
- 11) Guard File

harmel.

**[PROF. R. K. SINGH]
REGISTRAR**