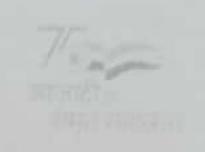


Indira Gandhi Delhi Technical University for Women (Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006



F.3(7)/Admn./2018/IGDTUW/Pt. File-II/ 1907

Dated: 2/1/2023

CIRCULAR

For grant of Periodical Increment Certificate to the employees of IGDTUW the attendance report as on 1st January 2023 (first working day i.e., 02/01/2023) in respect of concerned regular Teaching/ Non-Teaching Staff is required as per rule.

Therefore, all concerned HODs/ Branch Officer are requested to submit the Attendance Certificate for the first working day of January i.e. 02/01/2023 of each staff member (Teaching/Non-Teaching) working in their Department latest by 03/01/2023 positively.

This issues with the approval of Competent Authority, IGDTUW.

A.R.(Pers.), IGDTUW

Dated: 2/1/2023

F.3(7)/Admn./2018/IGDTUW/Pt. File-II/ 1907

Copy forwarded for information and necessary action to the: -

- 1. PS to Vice Chancellor, IGDTUW.
- 2. PA to Registrar, IGDTUW.
- 3. All Deans, IGDTUW.
- 4. All Dy. Deans, IGDTUW.
- 5. All HOD's (AS &H, MAE, CSE, IT, ECE, Al & DS, Management and A&P). IGDTUW.
- 6. Assistant Registrar (G.A.), IGDTUW.
- 7. Librarian, IGDTUW.
- System Analyst- with a request to upload the same on the website.
 - 9. Store Officer, IGDTUW.
 - 10. Guard File.

A.R. (Pers.), IGDTUW