



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

.F.3 (1)/Admn./2013/IGDTUW/Vol-IV/ 643

Dated: 26/7/2023

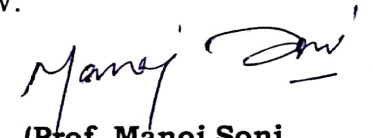
CIRCULAR

Sub: Maintaining of Punctuality in office timings

As we all are aware that new sessions have been started and all Faculty/Staff Members should be punctual for smooth functioning of the University. It has been observed that some Faculty /Staff Members are not adhering to the office timings.

Therefore, all HoD/Deans/Branch Incharges are hereby advised to ensure that all Faculty/Staff Members working under them to be punctual in the University.

This issues with the approval of the Competent Authority, IGDTUW.



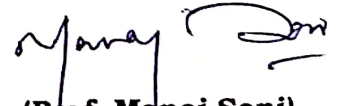
**(Prof. Manoj Soni
Registrar, IGDTUW)**

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Copy to the following for kind information and necessary action:-

1. PS to Vice Chancellor, IGDTUW.
2. PA to Registrar, IGDTUW.
3. Pro-Vice Chancellor, IGDTUW.
4. All Deans, IGDTUW.
5. All Dy. Deans, IGDTUW.
6. All HOD's (AS&H, MAE, CSE, IT, ECE, AI & DS, Management and A&P), IGDTUW.
7. Deputy Finance Officer, IGDTUW.
8. Assistant Registrar (G.A.), IGDTUW.
9. Librarian, IGDTUW.
10. Store Officer, IGDTUW.
11. Section officer (HR), IGDTUW.
12. System Analyst, with a request to upload the circular on the University website.
13. Guard File.



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