



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 1<sup>st</sup> 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.

Jagdish  
02/01/2023

(Jagdish)

A.R.(Pers.), IGDTUW

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

Dated: 2/1/2023

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, AI & DS, Management and A&P), IGDTUW.
6. Assistant Registrar (G.A.), IGDTUW.
7. Librarian, IGDTUW.
8. System Analyst- with a request to upload the same on the website.
9. Store Officer, IGDTUW.
10. Guard File.

Jagdish  
02/01/2023

(Jagdish)

A.R. (Pers.), IGDTUW