



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009

(Formerly Delhi College of Engineering)


Shahbad Daulatpur, Bawana Road, Delhi - 110042

No. F.29/AI/Estt./2019/960

Dated: 04.07.2019

CIRCULAR

In order to allow the periodical increments due on July 1, 2019 in respect of employees of the University, all the deans/HODs and Branch In-charges are requested to forward the Certificate of Attendance in enclosed Proforma in respect of employees working in their Deptt./Branch present on 1st working day of July, 2019 latest by 05.07.2019. It is also requested to furnish the details of such employees who remained absent/ availed leave without information/EOL without medical certificate upto more than six months from 01.01.2019 to 30.06.2019.



02.7.19
(Kamal Pathak)
Registrar (I/C)

No. F.29/AI/Estt./2019/960

Dated: 04.07.2019

Copy to:

1. P.A. to VC for kind information of Hon'ble Vice Chancellor.
2. P.A. to Pro VC for kind information of the Pro VC
3. P.A. to Registrar
4. All the Deans/HoDs/Branch In-charges
5. Head, Computer Centre
6. Guard File


(Dr. R. Kaushik)
Dy. Registrar (Estt.)

Name of the Department:

Attendance Certificate

This is to certify that the following employees of this Department/Branch were present on duty on 1st July, 2019 (First working day of the month).

| S. No. | Name of the Officer/Ministerial Staff | Designation |
|--------|---------------------------------------|-------------|
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| S. No. | Name of the Technical Staff | Designation |
|--------|-----------------------------|-------------|
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| S. No. | Name of the Group D Staff | Designation |
|--------|---------------------------|-------------|
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However, the following employees were not present on 1st working day due to the reason mentioned against each.

| S. No. | Name of the Official | Designation | Remarks |
|--------|----------------------|-------------|---------|
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In case, any employee(s) was/were on leave on 1st working day on the month, information regarding the date of actual joining may be informed subsequently.

Signature of the HOD/Branch In-charge/Dean

Note: The list in r/o Ministerial Staff/Technical Staff/Group D Staff must be given separately.