



**DELHI TECHNOLOGICAL UNIVERSITY**  
(FORMERLY DELHI COLLEGE OF ENGINEERING)  
SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

No. DTU/CC/2020-21/99/1061


Date : 24.09.2020  
25.09.20

**NOTICE**

**Subject:- Regarding details of staff to be filled in ERP –HRMS Module.**

The Competent Authority has decided that all teaching/non-teaching staff should fill their details in a form (link of which is being sent to all departments over email) and is also being provided on DTU website. This data will then be used to fill the required details in the HRMS Module of ERP after validation from the Competent Authority.

All are required to fill their respective details and submit within 03 days of receiving the mail. All HoDs/Branch Heads are requested to circulate it further to their staff on the receipt of mail so that details of everyone can be submitted. Intent is to make the entire process quick and efficient.

  
(Prof. Samsher)  
Registrar

No. DTU/CC/2020-21/99/1061

Date : 24.09.2020  
25.09.20

**Copy to:**

1. PA to VC for kind information to Hon'ble Vice Chancellor.
2. All Deans/HoDs/Branch Heads with a request to circulate this notice among all the employees of their department/branch.