



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009
(FORMERLY DELHI COLLEGE OF ENGINEERING)
BAWANA ROAD, DELHI-110042

F.No.1/2-792/2019/Estt/DTU/2005

Dated: - 11/03/21

CIRCULAR


It has been observed that the staff is not adhering to the office punctuality norms. At times, they come to office late, leave the office before closing time or remain away from their seats during office hours.

The Authorities have viewed the above as a serious misconduct and indiscipline and directed that henceforth, the employees should come to the Office in time, remain in their respective seats during working hours and leave the office at the closing time only.

In this regard, it is pertinent to mention that the office hours in DTU for all non-teaching staff working in the various branches of administration are from 09:30 a.m. to 06:00 p.m. and for those working in the teaching departments from 09:00 a.m. to 05:30 p.m. with lunch break for ½ an hour from 01:30 p.m. to 02:00 p.m. and 01:00 p.m. to 01:30 p.m. respectively.

It is therefore, hereby re-iterated that the staff should strictly maintain the office punctuality and discipline. Any lapse in this regard shall be treated as misconduct and dereliction of duties on the part of the concerned staff and the defaulters shall be proceeded against appropriately.

All the employees should note these instructions for strict compliance.

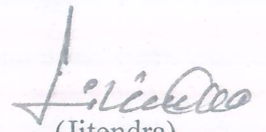

(Prof. Madhusudan Singh)
Registrar

F.No.1/2-792/2019/Estt/DTU/2005

Dated: - 11/6/21

Copy forwarded to the following for information & necessary action: -

1. P.A. to Vice Chancellor for kind information to Hon'ble Vice Chancellor
2. P.A. to Registrar for kind information to the Registrar.
3. All Deans, Heads of Academic Departments, Branch/Section heads of DTU with the request that the contents of the Circular may kindly brought to the notice of all staff of their respective Department/Branch/Section.
4. All branch In-charges/OICs
5. Director & HoD, East Delhi Campus, DTU.
6. Head, Computer Centre, with the request to upload the same on University website.
7. Notice Boards.
8. Guard File.


(Jitendra)
Dy. Registrar (Estt.)