DELHI TECHNOLOGICAL UNIVERSITY
(FORMERLY DELHI COLLEGE OF ENGINEERING)
SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042
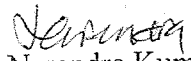
No. F.1/2-DTU/2014-Estt./Misc.(Service Book)/1549

Dated 9 /09/2025

NOTICE

Under the provisions contained in S.R. of FRSR Vol.I , the Faculty Members, Officers and Staff (Ministerial/Technical) of the University are requested to inspect their Service Book in the Establishment Branch and put their signature there on at appropriate place. The schedule of inspection of Service Books is as under:

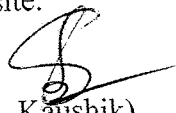| S.No.	Department	Date
1.	Delhi School of Management	16.09.2025
2.	University School of Management and Entrepreneurship (USME) East Campus	
3.	Group A & B (Ministerial Staff)	17.09.2025
4.	Department of Humanities	
5.	Department of Computer Science & Engineering	
6.	Department of Design	
7.	Group C (Technical Staff)	18.09.2025
8.	Department of Information Technology	
9.	Department of Software Engineering	
10.	Department of Applied Chemistry	
11.	Department of Applied Physics	
12.	Group C (Ministerial Staff)	19.09.2025
13.	Department of Mechanical Engineering	
14.	Department of Electronics & Communication Engg.	22.09.2025
15.	Department of Civil Engineering	23.09.2025
16.	Department of Environment Engineering	24.09.2025
17.	Department of Biotechnology	
18.	Department of Applied Mathematics	
19.	Department of Electrical Engineering	25.09.2025

Further, it is added that a due care has been taken while making the necessary entries regarding annual Increments, Pay Fixations, Leaves and Service Verification made in the Service Books. The Faculty Members, Officers and Staff (Ministerial/Technical) are also requested to bring out their observation (if any) regarding the entries, so that same may be incorporated.

(Prof. Narendra Kumar)
Registrar
Dated 9 /09/2025

No. F.1/2-DTU/2014-Estt./Misc.(Service Book)/1549.

Copy to:
1. PA to VC for kind information of Hon'ble Vice Chancellor.
2. PA to Registrar for kind information of Registrar.
3. All HoDs with the request to circulate the same among the faculty members & Regular Employees of their respective Departments.
4. All Branch Incharges.
5. Head, Computer Centre with request to upload the same on the University website.
6. Guard file.

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