



Indira Gandhi Delhi Technical University For Women
(Formerly Indira Gandhi Institute of Technology)
Kashmere Gate, Delhi-110006

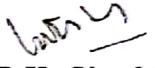
No.F.3 (09)/Admn/Miscellaneous/2018/IGDTUW/ 381

Dated 22.02.2019

CIRCULAR

In pursuance of Circular No. F.3(09)/Admn/Miscellaneous/2018/IGDTUW/953 dated 04/10/2018, the matter was reviewed and it is decided that the casual leave (CL) and Restricted Holiday (RH) of the Faculty and Staff may be sanctioned by the concerned Head of Departments / Branch Officers and the record be also maintained by the concerned branch level.

However, a copy of leave sanction in r/o Contractual, part - time, outsourcing employee / persons may be forwarded to Personnel Branch immediately after it is sanctioned.


(Prof. R.K. Singh)
Registrar

No.F.3 (09)/Admn/Miscellaneous/2018/IGDTUW/ 382-400

Dated 22.02.2019

Copy forwarded for information and necessary action to the :-

1. All the Deans (Planning & Development / Examination / Academics / Students Welfare / International affairs).
2. Chief Proctor, IGDTUW
3. All Dy. Deans (Students Welfare / R&C/ IRD), IGDTUW
4. All HODs (MAE/ECE/CSE/IT/Applied Science/Arch & Plg), IGDTUW
5. Chief Hostel Warden, IGDTUW
6. Dy. Registrar, IGDTUW
7. In-Charge (Medical Centre), IGDTUW
8. In-Charge (Training & Placement Cells), (MAE), IGDTUW
9. In - charge (Training & Placement cells), (ICT), IGDTUW
10. Dy. Finance Officer, IGDTUW
11. Librarian, IGDTUW
12. System Analyst, IGDTUW with a request to upload the order on the university website.
13. Store Officer, IGDTUW
14. Section Officer (Personnel Branch-I), IGDTUW
15. Section Officer (Personnel Branch - II), IGDTUW
16. Section Officers - (GA), IGDTUW
17. PS to Vice Chancellor, IGDTUW
18. PA to Registrar, IGDTUW
19. Guard File


(B.S. Rawat)
Incharge (Personnel Branch)