



# Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

F.3 (7)/Admn/2018/IGDTUW /Pt. File-II/539

Dated: 24/6/2024

## CIRCULAR

For grant of Periodical Increment Certificate to the employees of IGDTUW, the attendance report as on 1<sup>st</sup> July 2024 in respect of concerned regular Non-Teaching Staff is required as per rules.

Therefore, all concerned HODs/ Branch Officers are requested to send the attendance certificate for the first working day of July 2024 i.e. 01.07.2024 in respect of each staff member (Non Teaching) working in their Department/Branch & Office.

(Amit Sindhu)  
D.R. (Pers.), IGDTUW

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Copy forwarded for information and necessary action to the:

1. PS to Vice Chancellor, IGDTUW
2. PA to Registrar, IGDTUW
3. Dean (Examination Affairs, Academic Affairs), IGDTUW
4. HoDs (AS&H/MAE/CSE/IT/ECE, AI&DS), IGDTUW
5. Dy. Finance Officer, IGDTUW
6. Librarian, IGDTUW
7. System Analyst, IGDTUW
8. All concerned Non-Teaching regular staff whose increment is due on 01.07.2024 with the directions to get their attendance certificate duly verified by the HoD/ Branch Officer concerned.
9. Guard File.

(Amit Sindhu)  
D.R. (Pers.), IGDTUW