



Indira Gandhi Delhi Technical University For Women

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

Kashmere Gate, Delhi-110006

No.F.3 (01)/Admn./ 2013/IGDTUW/Vol.I/ 2124

Dated: 24/03/2021

ORDER

Attention of all the Heads of Department & Branch Officers of IGDTUW is hereby invited to this Office Order No.F.3 (01)/Admn./ 2013/IGDTUW/Vol.II/1340 dated 27.01.2021 where in it has been stated to ensure that necessary leave applications have been obtained by them from the staff working under them and forward the same to the Personnel Branch.

All the Heads of Department and Branch Officers are hereby directed to submit all leave applications (Casual Leave / Restrictive Holiday Leave/ Child Care Leave/ Special Casual Leave/Earned Leave/ Half Pay Leave & Commuted Leave on Medical Ground) to In-charge (Personnel) by retaining a copy in their respective offices.

Ashwani K

(Prof. Ashwani Kumar)
Registrar

No.F.3 (01)/Admn./ 2013/IGDTUW/Vol.I/ 2125-38

Dated: 24/03/2021

Copy forwarded for information and necessary action to the:-

01. Chief Proctor, IGDTUW.
02. All the Deans (Examination Affairs/Academics affairs/Student Welfare/International Affairs/ IRD & RC), IGDTUW.
03. All HoDs (MAE/ECE/CSE/IT/Applied Science/Arch & Plg./Management/AI & Data Sciences), IGDTUW.
04. Director (NIRF, IQAC & Accreditation), IGDTUW.
05. Additional Registrar (HR), IGDTUW.
06. Additional Registrar (GA), IGDTUW.
07. Chief Hostel Warden, IGDTUW.
08. In-Charge (Dispensary), IGDTUW
09. Dy. Finance Officer/Assistant Finance Officer, IGDTUW.
10. In-Charge (Personnel), IGDTUW.
11. Librarian, IGDTUW.
12. System Analyst, IGDTUW.
13. P.S. to Vice Chancellor, IGDTUW.
14. PA to Registrar, IGDTUW.
15. Guard File.

Ashwani K

(Prof. Ashwani Kumar)
Registrar