



# DELHI TECHNOLOGICAL UNIVERSITY

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

F.No.F.1/2-DTU/2014-Est./Misc.(Service Book)/ 133/

Dated. 03/09/24

## 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	17.09.2024
2.	University School of Management and Entrepreneurship (USME) East Campus	
3.	Group A & B (Ministerial Staff)	
4.	Department of Humanities	18.09.2024
5.	Department of computer Science & Engineering	
6.	Department of Design	
7.	Group C (Technical Staff)	
8.	Department of Information Technology	19.09.2024
9.	Department of Software Engineering	
10.	Department of Applied Chemistry	
11.	Department of Applied Physics	
12.	Group C (Ministerial Staff)	
13.	Department of Mechanical Engineering	20.09.2024
14.	Department of Electronics & Communication Engineering	23.09.2024
15.	Department of Civil Engineering	24.09.2024
16.	Department of Environment Engineering	25.09.2024
17.	Department of Biotechnology	
18.	Department of Applied Mathematics	
19.	Department of Electrical Engineering	26.09.2024

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. Madhusudan Singh)  
Registrar

Dated: 03/09/24

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Copy to :

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

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