

OFFICE OF THE DIRECTOR
Dr. AKHILESH DAS GUPTA INSTITUTE OF TECHNOLOGY & MANAGEMENT
(Formerly Northern India Engineering College)
New Delhi

DIR/Gen-Admin/2018-19

November 14, 2018

NOTICE

Attn: All Faculty and Staff members

The General Shift timings will be observed by all faculty & staff members on November 15, 2018 (Thursday).

Punching timing will be 09.30 am



Prof. (Dr.) Sanjay Kumar
Director

Copy for information to:

1. CEO, ADGITM, New Delhi.
2. Director (Coordination), ADGITM, New Delhi.
3. Principal (1st Shift), ADGITM, New Delhi.
4. Dean (Management Studies), ADGITM, New Delhi.
5. Sr. Dy. Director (Construction), ADGITM, New Delhi.
6. Asstt. Director (HR) & Staff Officer to Hon'ble Chairperson, ADGITM, New Delhi.
7. Incharge (2nd Shift), ADGITM, New Delhi.
8. Chief Account Officer (Accounts) ADGITM, New Delhi.
9. Head, Examination Controller (Examination Cell), ADGITM, New Delhi.
10. Dr. Saurabh Gupta, Incharge (Website Cell), ADGITM, New Delhi.
11. All HODs/DIs, ADGITM, New Delhi.
12. Compliance Officer-cum-Executive Coordinator (HR), ADGITM, New Delhi.
13. Librarian, Central Library, ADGITM, New Delhi.
14. Asstt. Registrar (Admission Cell), ADGITM, New Delhi.
15. Asstt. Registrar (Examination Cell), ADGITM, New Delhi.
16. Training & Placement Cell, ADGITM, New Delhi.
17. Sr. Executive Officer (Bio-Metric Attendance Cell), ADGITM, New Delhi.
18. J.E. (Civil), ADGITM, New Delhi.
19. Infirmary Department, ADGITM, New Delhi.
20. Supervisor (Construction), ADGITM, New Delhi.
21. Incharge (Stores), ADGITM, New Delhi.
22. Maintenance Incharge, ADGITM, New Delhi.
23. Canteen Incharge, ADGITM, New Delhi.
24. Security Supervisor, ADGITM, New Delhi.
25. All Notice Boards