

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

NIEC/Gen-Admin/2018-19

December 13, 2018

OFFICE ORDER

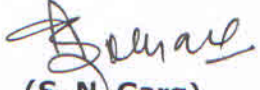
All the Faculty & Lab Staff members of the Academic departments and Staff Members of the Administration departments are hereby informed that they can avail six days winter vacations in the month of December, 2018/ January, 2019. The dates are as given below:

Department	Slot	Dates
Faculty & Lab Staff	Common	28th December, 2018 to 3rd January, 2019
Admn. Departments	First	21 st December, 2018 to 28 th December, 2018
	Second	29 th December, 2018 to 4 th January, 2019

This six working days vacation will be granted to all those, who have completed two academic semester in ADGITM. Three working days vacations will be given to those, who have at least completed one semester.

It is mandatory for all faculty & staff members to be present on 4th January, 2019. Otherwise, LWP will be marked for that day.


Prof. (Dr.) Sanjay Kumar
Director


(S. N. Garg)
Chief Executive Officer

Copy for information to:

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