

I.K GUJRAL PUNJAB TECHNICAL UNIVERSITY
(Department of Human Resource Development)

No. IKGPTU/DR/HRD/Circular/18121

Dated: 24/11/16

Circular

With the approval of Registrar on dated 21.11.2016, all Officers, Employees and Faculty members of the University and its constituted Campuses are hereby informed that to facilitate timely processing of documents submitted in Department of Human Resource Development the following schedule be observed:-

Sr. No.	Approval to be sought from	Minimum time required for processing
1.	Hon'ble Vice Chancellor	20 Days
2.	Registrar	15 Days

All concerned may kindly note.


24/11/16
Deputy Registrar (HRD)


Cc to:

1. Secretary to Vice Chancellor: For information of Hon'ble Vice Chancellor
2. Registrar
3. All HODs
4. Notice Boards: For information of all employees of the University.
5. File