

Indian Institute of Technology Delhi
Industrial Research & Development Unit

No. IITD/IRD/M-52/ 133484

Dated: 2.07.2016

All the concerned PIs/CIs are requested to maintain the attendance record of all the project employees in Attendance Register. The PIs/CIs are required to submit the Attendance Record at the time of release of salary of the last month of their employment/resignation.

This is being issued with the approval of the competent authority.



(V.K. Vashistha)
Assistant Registrar, IITD

Distribution:-

All HoDs/HoCs
Dean (R&D)
Associate Dean (R&D)
A.R. (IRD A/Cs.)
A.R. (Hindi Cell)
A.R. (CDN)
Security Officer
Webmaster, IRD
All faculty by email