



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. Of Delhi vide Act 6 of 2009
(Formerly Delhi College of Engineering)
Shahbad Daultapur, Bawana Road, Delhi - 110042
Establishment Branch

No. F. 1/Audit/DTU/2010-11/Estt/1521

Dated: 04/09/2019

CIRCULAR

It is to inform that for updating of service records, up-dated spouse details are required. Therefore, all the regular employees (Teaching & Non-Teaching) are requested to submit their spouse declaration/ information in the prescribed format which is attached herewith. This information may be submitted through the respective HoD/ Branch In-charge to Establishment Branch, latest by 10-09-2019.


Prof. Samsheer
Registrar

No. F. 1/Audit/DTU/2010-11/Estt/1521
Copy to:

Dated: 04/09/2019

1. P.A. to V.C. for kind information of Hon'ble VC, DTU;
2. PA to Pro-VC for kind information of Pro-VC, DTU;
3. PA to Registrar, DTU;
4. All Deans, DTU;
5. All HoDs/ Branch In-charge, DTU (for vide circulation among the regular employees (Teaching & Non-Teaching));
6. Guard File.


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

PROFORMA FOR SPOUSE INFORMATION

1. Name and Designation : _____
2. Basic Pay : _____
3. H.R.A. : _____
4. Medical facility : _____
5. Accommodation (whether Govt./Own/
Rented) : _____
6. If own, whether rented out & rent P.M. : _____
7. Name of the spouse : _____
8. Whether spouse is in Govt./Semi Govt./
Pvt. Ltc./Ltd./PSU/in business
Or House wife
If in service, employer's name : _____
And address _____
9. Basic Pay of spouse : _____
10. H.R.A being drawing by the spouse : _____
11. Medical facility of the spouse : _____
12. Residential Address : _____

Signature of Govt. Servant

Counter Signatures (By Head of Office)