



Government of NCT Delhi
Ch. Brahm Prakash Government Engineering College
Jaffarpur, New Delhi-110073 (www.gecdelhi.ac.in)

No.F.3(5)/CBPGECJ/Acad/GF (Pt. time)/2019-20/1892-97

Dated:- 18-09-19

NOTICE

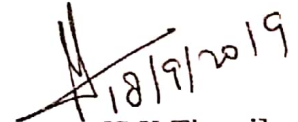
The college administration intends to settle the Guest Faculty Bills on time. All the Guest Faculty members working at CBPGECJ are **herby directed to submit their duly filled in Remuneration Bill Performa's to their respective H.O.Ds. latest by last day of each month through concerned Dealing Assistant for further processing.** The same has already been mentioned in MEMORANDUM issued at the time of engagement as Guest Faculty.

The Remuneration Bill Performa received after Last Day of the month will be processed along with bills of next Month and the sole responsibility of delay of payment will be of the concerned Guest Faculty.

Further, all the faculty are requested to take classes/labs strictly as per the time table. Whenever, the classes taken deviating the time table, it must be brought to the notice of Dean (academic) on the very same day through an application duly recommended by concerned H.O.D.

In case of late reporting/early departure, remuneration of 30 minutes shall be deducted.

All Guest faculty members must reach college at least 15 minutes prior to start of their respective classes and mark Biometric attendance and leave only after clearance from HoD but they will not be held back more than 30 minutes after the class. However, they are expected to take doubts of students, if any, after the class or before leaving college.

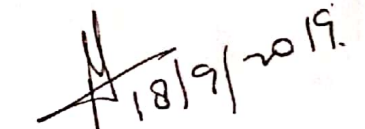

[S.K.Tiwari]
Dean-Academics

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Copy for information and necessary action to:-

1. Dean (Student Welfare)/ H.O.D.-Civil
2. H.O.D.-I.T./M.E./First Year
3. PA to Principal for information
- ✓ 4. Asstt. Programmer - for uploading on College Website
5. All Guest faculty members, CBPGECJ


[S.K.Tiwari]
Dean-Academics