

Govt. of National Capital Territory of Delhi
Ch. Brahm Prakash Government Engineering College
(An institute specializing in Civil & Environmental Engineering)
Jaffarpur, New Delhi-110073.
(Website: <http://gecdelhi.ac.in>, Ph: 011-25318158, 25318159)

No.F.6(19)/GECJ/Admn/Circulars/2007/1083-87

Dated 11/6/18

OFFICE ORDER

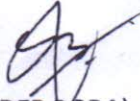
It has been noticed that some faculty members and staff are applying for higher post and submitting the application at the eleventh hour in the office and further requesting to send the same through proper channel. Such applications are required to be scrutinized and the submitted documents checked as per eligibility of concerned post apart from completion of administrative formalities before obtaining the approval of the competent authority. All such applications requires due diligence and processing before they are finally forwarded to the Department/Institute, where the faculty/staff intends to apply.

Therefore, all faculty members (Regular/contractual) and other administrative staff including TSS are hereby directed to submit their applications applying for higher post in any Institute atleast **10 working days before the closing date**, so that all formalities as detailed above can be completed. In case the time limit is not adhered to, this office will not be held responsible for any delay or non forwarding of their applications.

All staff- Faculty members, Ministerial and TSS staff may take note of the above and comply accordingly.

This issues with the prior approval of the PPL/HOD, CBPGECJ.

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(SUNDER BORA)
ADMN. Officer/HOO
Dated 11/6/18

Copy To:

1. All Dean/Academic Heads.
2. All faculty members (Regular/Contractual)
3. All Branch I/cs with the instructions to bring it into notice of all staff (Regular/Contractual) working under their kind control.
4. PS to PPL/HOD, CBPGECJ.
5. Asstt. Programmer with the instructions to upload this on the office website.


(SUNDER BORA)
ADMN. Officer/HOO

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