



DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
Shahbad Daultpur, Main Bawana Road, Delhi-42
Academic PG

F. No. DTU/Ph.D/2014/IRD/2108-13

Dated: 06/03/2024

NOTICE

Sub: - Proforma for submitting discrepancy regarding attendance on BAS Portal.

In reference to the notice no. F.DTU/Ph.D/2014/IRD/1647-1652 dated 21.02.2024, vide which, it has been informed that "in case of leave/academic duty/any other work assigned by the department/ etc. the Supervisor/Head of the concerned department shall verify the same and forward the report to the Academic-PG Section alongwith BAS report latest by 1st day of every month in the format enclosed as Annexure -I, alongwith the claim forms", enclosed herewith is the proforma for submission of discrepancy regarding the same.

All HoD/Supervisors are requested to kindly circulate the enclosed proforma among their respective Ph.D scholars and submit the same alongwith claim form, every month, in case of discrepancy.

This issues with the approval of the Competent Authority.

Rinky
.. 06/03/2024
(Prof. Rinky Sharma)
Dean (Academic-PG)

F. No. DTU/Ph.D/2014/IRD/2108-13

Dated: 06/03/2024

Copy to:

1. P.A. to the VC for kind information of the Hon'ble Vice Chancellor, DTU.
2. P.A. to the Registrar for kind information of the Registrar, DTU.
3. All HOD(s) with a request to display to notice on departmental notice board and disseminate the information among the all R/Scholar(s) to ensure strict compliance.
4. Chief Operating Officer, DTU with a request upload this notice on the Academic-PG Web page (Notice/Circular) and also on the University website.
5. Notice Board(s)
6. Guard file

Rinky
.. 06/03/2024
(Prof. Rinky Sharma)
Dean (Academic-PG)



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Name of the Department: _____ Month: _____

S. No.	Name	Roll No.	Date of Discrepancy	Location of BAS Machine	Nature of discrepancy (missed morning punch, missed evening punch, showing absent, showing half day)

Signature of R/Scholar

Recommended

HoD/Supervisor (Signature with Date)