

**OFFICE OF THE DIRECTOR**  
**Dr. AKHILESH DAS GUPTA INSTITUTE OF TECHNOLOGY & MANAGEMENT**  
(Formerly Northern India Engineering College)  
New Delhi

DIR/Gen-Admin/2022-23


June 30, 2023


**NOTICE**

**Sub: Working on 1<sup>st</sup> July, 2023 (1<sup>st</sup> Saturday)**

1<sup>st</sup> July, 2023 (1<sup>st</sup> Saturday) will be working for **only those who are involved in End Term Practical Exams** and those staff members who are in the **"Admission Cell"**.

The Compensatory Leave may be granted in lieu thereof.

  
**Prof. (Dr.) Sanjay Kumar**  
**Director**

  
**S. N. Garg**  
**Chief Executive Officer**

**Copy for information to:**

1. Director (Coordination), ADGITM, New Delhi.
2. Sr. Dy. Director (Construction), ADGITM, New Delhi.
3. Asstt. Director (HR) & Staff Officer to Hon'ble Chairperson, ADGITM, New Delhi.
4. Principal (CLE), ADGITM, New Delhi.
5. Director, IQAC & Dean, Students' Welfare Committee, ADGITM, New Delhi.
6. Incharge, B.Tech 1st year, ADGITM, New Delhi.
7. Chief Accountant (Accounts) ADGITM, New Delhi.
8. Head, Examination Cell, ADGITM, New Delhi.
9. Dr. Saurabh Gupta, Incharge (Website Cell), ADGITM, New Delhi.
10. All HODs/DIs, ADGITM, New Delhi.
11. Executive Coordinator (HR), ADGITM, New Delhi.
12. Librarian, Central Library, ADGITM, New Delhi.
13. Asstt. Registrar (Admission Cell), ADGITM, New Delhi.
14. Asstt. Registrar (Examination Cell), ADGITM, New Delhi.
15. Training & Placement Cell, ADGITM, New Delhi.
16. Executive Asst. (Bio-Metric Attendance Cell), ADGITM, New Delhi.
17. J.E. (Civil), ADGITM, New Delhi.
18. J.E. (Electrical), ADGITM, New Delhi.
19. Maintenance Manager, ADGITM, New Delhi.
20. Infirmary Department, ADGITM, New Delhi.
21. Incharge (Store), ADGITM, New Delhi.
22. Security Supervisor, ADGITM, New Delhi.