

# ZAKIR HUSAIN DELHI COLLEGE

(UNIVERSITY OF DELHI)

Jawaharlal Nehru Marg, New Delhi - 110002

Tel.: 011-23232218, 23232219, 23233420, Fax : 011-23215906

Website: www.zakirhusaindelhicollege.in

email: zakirhusaindelhicollege@gmail.com



# जाकिर हुसैन दिल्ली कॉलेज

(दिल्ली विश्वविद्यालय)

जवाहरलाल नेहरू मार्ग, नई दिल्ली - 110002

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Accredited Grade 'A' by NAAC

## Quality Policy of Administrative Office

S.No	Particular	Duration
1.	Admission Process	As per the schedule notified by the University of Delhi
2.	Student or Staff id card issuance	Within two days after completion of procedure
3.	Examination Fees	As per the fees notified by University of Delhi
4.	Certificates (such as Bonafide, Character, Provisional, Migration etc)	Within 3 days
5.	Degree/Marksheet	Within 3 days
6.	DTC Pass	Within 2 days
7.	Letter of Recommendation	Within 3 days
8.	Any duplicate certificates/id card	Within 7 days



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## Quality Policy of Accounts Office

S. No	Particular	Duration
1.	Payment of Salary	As per norms
2.	Salary Slips	Available online
3.	PF withdrawals/Full and Final Settlement	Within 3 days
4.	Papers for Fixation of Pay	Submitted to D.U. Within 15 days
5.	Final Fixation of pay	30 Days
6.	Entry in Service Book	Within 7 days
7.	Payment of medical bills	Within 15 days (Subject to the availability of funds)
8.	L.T.C/H.T.C leave encashment	Within 30 days (Subject to the availability of funds)
9.	Retirement benefits	Within 30 days
10.	Release of Pension	One month (After obtaining approval from D.U.)

*[Handwritten Signature]*

