

For newly Appointed/Transferred staff

General Guidelines

1. Newly appointed/Transferred staff has to submit joining application (with CTE office order) referring to Principal and present it to Head of the Department before office Hours.
2. Thereafter, CTC (Charge transfer certificate) in six copies with original signatures has to be submitted to admin office.
3. New service book is to be submitted to administrative office with personal details.
4. To avail the salary, bank account has to be opened and related details are to be submitted to Account section.
5. To apply for government quarters if required.
6. To avail the TA (Travelling allowance) and HRA (Home rent allowance), forms available from admin office are to be filled and submitted through HOD.
7. To open CPF account, necessary documents are to be submitted by consulting admin office.
8. To avail Library facilities, new account has to be opened by submitting application (with appointment order) to Library section through HOD.
9. To submit copy of PAN and Aadhar Card in order to update the data in AICTE and GTU portal.
10. To follow the guidelines of GCSR rules (Books are available in Esta).
11. To follow the academic calendar set by GTU and the Institute.
12. To take academic load as per the department's timetable.
13. To take active participation in student related activities and examination system.
14. To counsel and guide students at regular intervals.
15. Over and above, work assigned by the Head of the Department/Institute has to be completed within stipulated time.

For latest updates kindly visit the following websites:

<http://www.kdpp.cteguj.in/>

<https://dte.gujarat.gov.in/>

<https://www.gtu.ac.in/>