



GL BAJAJ
Institute of Technology & Management

FIND YOUR SPARK

Approved by AICTE & Affiliated to AKTU

Ref.No : GLBITM/RO/Ser.Rule/Staff Wel./July/2025

Date : 29th July 2025

INTERNAL CIRCULAR

Subject : Regarding Introduction of New Clause in Service Rules under Staff Welfare Scheme of the Institute.

I am pleased to inform all the faculty and staff members of the institute that, with the approval of competent authority of institute a new clause has been introduced in the Service Rules under Staff Welfare Scheme of institute. The new clause is as follows:

Token of Appreciation on Occasion of Daughter's Marriage:

"On the occasion of the marriage of a daughter of non-teaching staff member, a token of appreciation amounting to Rs.5100/- (Five Thousand One Hundred Only) will be granted as a goodwill gesture"

(DY. REGISTRAR)

Copy to:

1. The Director (For kind information pls.)
2. All the Dean's (For kind information pls.)
3. The Registrar (For kind information pls.)
4. All Head of Deptts. (For kind information pls.)
5. All Faculty & Staff Members through e-mail.
6. Training & Placement Deptt. (For information pls)
7. The Head-Branding and Media Cell (For kind information pls.)
8. The Librarian (For information pls.)
9. The System Administrator (For information & update the Website accordingly)
10. Adm. Officer(s) (For information pls.)
11. The Account Officer (For information and necessary compliance pls.)
12. The HR Section (For information and necessary compliance pls.)
13. Reception



Note : This provision is implemented with immediate effect.

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