



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

(A NAAC Accredited A++ State University Established by Govt. of NCT of Delhi)

Sector-16 C, Dwarka, New Delhi-110078, [www.ipu.ac.in](http://www.ipu.ac.in)

Ref.: GGSIPU/Reg./2023-24/ 328

Dated: 27<sup>th</sup> July, 2023

**ORDER**

Time and again it has been impressed upon all the employees of the GGSIP University, teaching as well as non-teaching to strictly follow the office timings. Unfortunately, the practice of attending office late is continuing. This has resulted not only in the delay in disposing of the important matters of the University but also amounts to indiscipline and insubordination of not complying with the officer Orders.

University vide its Circular no. F.1(6)(7)/2023/Pers-II/8612 dated 22<sup>nd</sup> Feb. 2023 in para 8 had mentioned the compliance of office timings. The office timings for teaching and non-teaching employees is 9.00 a.m. to 5.30 p.m. with half an hour lunch break from 1.00 p.m. to 1.30 p.m.

The above timings must be strictly adhered too. Necessary instructions is being issued to the concerned for monitoring the office timings by the teaching and non-teaching employees of the University. Suitable action, as deem fit, will be taken against those found not complying with this Order.

  
(Narender Tyagi)  
Registrar

**Copy to:**

1. All Deans/ Directors, GGSIPU.
2. Director Incharge, GGSIPU East Campus, Surajmal Vihar, Delhi.
3. Controller of Finance, GGSIPU.
4. COE-I & COE-II, GGSIPU
5. Proctor, GGSIPU.
6. Chief Warden, GGSIPU
7. In-charge, UIRC, GGSIPU
8. CVO, GGSIPU
9. All Branch incharges/ Joint Registrars/ Deputy Registrars/ Assistant Registrars/ PRO/ Medical Officer, GGSIPU
10. S.E. UWD, GGSIPU
11. Asstt. Registrar, V.C. Sectt., GGSIPU
12. Assistant Registrar, O/o. Registrar, GGSIPU
13. Head, UITS, with the request to upload the Order on website.
14. Guard file.