

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR – 16C, DWARKA, NEW DELHI - 110078

O/o. the Controller of Examinations

No. GGSIPU/EXAM/COE/2020/ 18977

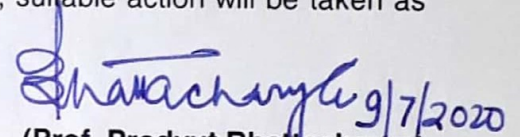
Dated: 09.07.2020

ORDER

It has been observed by the undersigned that officers and staff of the Examination Division are not attending office regularly. It is mandatory to all officers and staff of the Examination Division to attend office on daily basis and adhere the scheduled timings of the University. As per the UGC D.O. No. F.1-1/2020(Secy) dated 8th July 2020, informed to all officers, faculty and non-teaching staff who are involved in Examination/ Evaluation are required to attend office. The timings are from 09:00 A.M. to 05:30 P.M., in case of late arrival to office and early departure from office, prior information should be given to the respective in-charges.

Further, all are requested to kindly mark their presence by signing the sheet available in the office of the Controller of Examinations at the time of arrival and departure both. All branch in-charges are also directed to maintain the casual leave record in their respective branches. All officers / staff to submit application for casual leave in advance or after availing leave (*in emergent situation*). In addition to this, section officers and above rank officers are required to submit Casual Leave Form in the office of the undersigned so that proper leave record could be maintained.

After this order, if any unauthorized absence is marked, suitable action will be taken as instructed by higher authority.

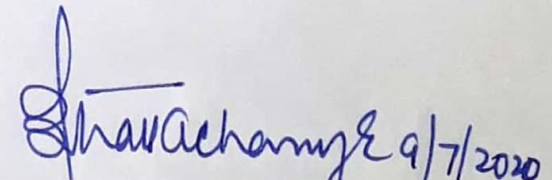

(Prof. Prodyut Bhattacharya)
Controller of Examinations (Incharge)

No. GGSIPU/EXAM/COE/2020/

Dated: 09.07.2020

Copy to:

1. Joint Registrar (Consultant), Examination Division
2. All Deputy Registrars, Examination Division
3. All Assistant Registrars, Examination Division
4. A.R. to Hon'ble Vice-Chancellor – for information please.
5. A.R. to Registrar – for information please.
6. All Section Officers, Examination Division
7. All Staff, Examination Division
8. Office Copy


(Prof. Prodyut Bhattacharya)
Controller of Examinations (Incharge)