



GURU GOBIND SINGH INDRPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
Sec. 16-C, Dwarka, New Delhi-110078



F.No:1(1)(26)/2022/ Estt./P-I / 3828

Dated : 16/07/2025

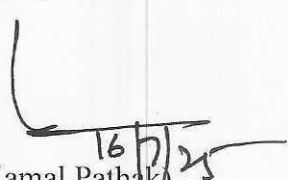
ORDER

It has been observed that the faculty members proceed on Earned Leave, Child Care Leave etc. and also leave the Head Quarter without obtaining prior permission. Earlier, an order dated 22.11.2024 was also issued in this regard (Copy enclosed).

However, it is observed that inspite of above order faculty proceed on leave & at times leave the Head Quarter also without obtaining prior permission from Competent Authority.

The Competent Authority has taken a serious view of this & directed that all the faculty should strictly adhere to the office procedure of leave. The leave application should be submitted well in advance through the proper channel with clear recommendation of concerned Dean and the faculty member should ensure that leave is sanctioned alongwith prior permission to leave Head Quarter has been granted.

This issues with the approval of the Competent Authority.



(Dr. Kamal Pathak)
Registrar

F.No: 1(1)(26)/2022/Estt./P-I

Dated : 16/07/2025

Copy forwarded to the following for information and necessary action :

1. All Dean/Directors, GGSIP University- *"with a request to circulate this Order to all faculty members."*
2. OSD to the VC, GGSIP University.
3. AR, Vice Chancellor's Secretariat, GGSIP University.
4. AR, O/o Registrar, GGSIP University.
5. Head, UITs Cell,- for uploading the same on the University Website.
6. Guard File


(R.C. Kesarwani)
Deputy Registrar (Estt.-Teaching)

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

"A State University established by the Govt. of NCT of Delhi"

Sec. 16-C, Dwarka, New Delhi

F.No 1(1)(26)/2022/Estt./P-I /7897

Dated : 22/11/2024

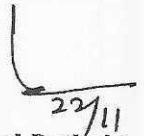
ORDER

It has come to the notice of the Competent Authority that faculty members on multiple occasions proceeded on Earned Leave, Child Care Leave and other kind of leave without obtaining prior sanction of the leave. The Competent Authority has taken a serious view of this practice and has directed strict adherence to the leave application procedure.

In accordance with this directive, it is hereby ordered that:

1. **Mandatory Prior Approval**: All faculty members must submit their leave applications well in advance as per rules. No faculty member shall proceed on leave without prior approval by the Competent Authority.
2. **Compliance with Procedures**: Leave applications should be submitted through the proper channel with clear recommendation of concerned Dean, and the faculty member should ensure that leave is sanctioned before proceeding on leave. No employee will proceed on leave in anticipation of prior approval. The Deans, USS are also advised to recommend the leave application of faculty as per the rules.

All faculty members are advised to follow the aforesaid procedure before proceeding on leave.



(Dr. Kamal Pathak)
Registrar

Dated : 22/11/2024

F.No 1(1)(26)/2022/Estt./P-I

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1. All Deans/ Directors, GGSIP University – *"with a request to circulate this circular to all faculty members"*
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5. AR, Office of the Registrar, GGSIP University.
6. Head, UITS Cell – for uploading the same on the University Website.
7. Guard File.


(R. C. Kesarwani)
Deputy Registrar (Estt.-T)