



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, DWARKA, NEW DELHI-75

F.1(6)(41)/2009/Estt./Pers.-II

Dated the 24th January, 2012

CIRCULAR

In supersession of University's Circular of even number dated 07.12.2009, the Board of Management (vide Agenda Item No. 48.32 dated 29.11.2011), Guru Gobind Singh Indraprastha University has revised the prescribed criteria in respect of grant of Child Care Leave to women employees of the University which are as under:-

(i) Child Care Leave would be sanctioned on the discretion of the Competent Authority.

(ii) Child Care Leave cannot be treated like Earned Leave as it is a separate kind of leave all together.

(iii) The female employees are required to make the request to Child Care Leave at least 03 months in advance from the proposed date of proceeding on Child Care Leave alongwith full justification for grant of the leave.

(iv) In case the leave is applied on medical grounds, it should be supported by proper documentary evidence.

(v) Being a professional teaching institution at any point of time, only 10% employees in each School/Branch/Centre/Section would be considered for grant of Child Care Leave.

(vi) Child Care Leave is exclusively for taking care of a minor child for rearing or for looking after any other needs of the child during examination, sickness etc.; Workshops, Conferences, Trg., Seminars; LTC cannot be availed during Child Care Leave.

(vii) Child Care Leave will not ordinarily be granted during the probation period, except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer.

(viii) Child Care Leave shall be granted for a period of six months. It can not be taken for shorter duration.

(ix) Child Care Leave can be availed even if the employee concerned has Earned Leave at her credit.

(x) Child Care Leave can only be availed at the declared local/permanent official address(es).

(xi) For teaching employees, the leave must be applied from the beginning of the semester.

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(xii) The resultant vacancies may be filled as under:

(i) Non-Teaching : Contract appointments may be made at the level of Jr. Asstt. and a panel is prepared for one year in order to avoid delay in appointing a replacement.

(ii) Teaching : The requirement is met by engaging Guest Faculty/Visiting Faculty by the Deans concerned.

(xiii) These guidelines will only be applicable prospectively.

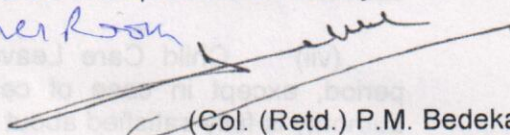
(Col. (Retd.) P.M. Bedekar
In-Charge (Personnel)

24th
Dated the January, 2012

F.1(6)(41)/2009/Estt./Pers.-I/ 7504

Copy forwarded to the following for information and further necessary action:

1. All Deans, USS, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examinations, GGS Indraprastha University.
4. All Directors, GGS Indraprastha University.
5. Principal, IGIT, GGS Indraprastha University.
6. Librarian, UIRC, GGS Indraprastha University.
7. Superintending Engineer, UWD, GGS Indraprastha University.
8. OSD to the Hon'ble VC, GGS Indraprastha University.
9. All Jt. Registrars/Dy. Registrars/Addl. Dy. Registrars/DFOs/Asstt. Registrars/PRO, GGS Indraprastha University.
10. PS to the Registrar, GGS Indraprastha University
11. All Dealing Assistant of Personnel Branch, GGS Indraprastha University.
12. University's website/Notice Board. *Lower Room*
13. Guard file.


(Col. (Retd.) P.M. Bedekar
In-Charge (Personnel)