



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**KASHMERE GATE, DELHI – 110 006**

No.F.1(6)(46)/2003/ Estt./

Dated the April, 2005

- Subject :** i) Delegation of powers in regard to grant of leave
- ii) Standard operational Procedure to be followed for submitting leave applications by the University employees and for processing thereof

In suppression to all previous orders, the following documents, have been finalised with a view to streamline the procedure in regard to submission of leave application by various teaching and non-teaching employees of the University and sanction of the same by the Competent Authority.

1. Delegation of powers in regard to grant of leave.
2. Standard operational procedure to be followed for submitting application by the University employees and for processing thereof, in the Establishment Branch, for seeking approval of the Competent Authority.

The following points need to be specially emphasised for maintaining the office decorum and discipline and violation of the same will be seriously viewed.

1. Leave applications should be submitted well in advance, as per the time period stipulated in the instructions, so that the sanction of the competent authority is issued before the officer/ official proceeds on leave.
2. No Officer/ Official shall leave the station, without the prior permission in writing of his Controlling Officer.
3. The Casual Leave Records should be regularly maintained and checked by Branch Incharges at regular intervals.
4. The employees are expected to avail Casual Leave evenly during the course of year. Earned Leave for a day or two should be discouraged.

It is requested that the contents of the circular may be brought to the notice of all the faculty and non-teaching staff members. The staff members may be advised to strictly adhere to laid down procedures and use the formats enclosed for submitting the applications for sanction of leave.

The orders are to be implemented with immediate effect.

This issue with the approval of the Vice Chancellor.

(V.K. Jain)  
Registrar

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Copy forwarded to the following for information and necessary action. The formats of leave applications are also being made available on Internet :

1. All Deans/ Heads of Schools, GGS Indraprastha University
2. Controller of Finance, GGS Indraprastha University
3. Controller of Examination, GGS Indraprastha University
4. Librarian, GS Indraprastha University
5. Chief Engineer, UWD, GGS Indraprastha University
6. Advisor to the Vice Chancellor, GGS Indraprastha University
7. All Dy. Registrars/ Finance Officer/ Asstt. Registrar/ Branch Incharges, GGS Indraprastha University

(A.S. Mathur)  
Dy. Registrar (Estt.)

