



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, DWARKA, NEW DELHI-110078

No.F.1(6)(15)/2015/Pers.-II/

Dated the 29th November, 2016

CIRCULAR


Subject : Instructions regarding availing of leave alongwith country leave permission.

It has been observed that in some cases request from employees of the University for grant of Earned Leave and the country leave permission as well, have been received at a very short notice. These matters require sufficient time to process for seeking the decision of the Competent Authority.

Therefore, employees of the University, who desires to apply for leave alongwith the county leave permission, are hereby advised to ensure that their application for such leave is received in the Personnel Branch well in advance, atleast 15 days, before the date of commencement of leave so that approval of the Competent Authority could be obtained on time.

The above orders should be strictly complied/ adhered to by all employees of the University.

This issues with the approval of the Competent Authority.


(C. Arvind)
Registrar

No.F.1(6)(15)/2015/Pers.-II/ 6843

Dated the 29th November, 2016

Copy forwarded to the following for kind information and 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/ Proctor, GGS Indraprastha University.
5. Library-Incharge, GGS Indraprastha University.
6. Chief Warden, GGS Indraprastha University.
7. All Joint Registrars/Dy. Registrars/ Assistant Registrars/ Finance Officers/ Superintending Engineer/ PRO/ Medical Officer/ Branch Heads, GGS Indraprastha University.
8. Asstt. Registrar, Vice Chancellor's Secretariat, GGS Indraprastha University.
9. S.O., O/o the Pro- Vice Chancellor, GGS Indraprastha University.
10. Asstt. Registrar O/o the Registrar for kind information of the Registrar, GGS Indraprastha University.
11. Head, UITS Cell for uploading the Circular on the University's website.
12. Notice Board.
13. Guard file.


(Sushil Kumar)
Joint Registrar (Pers.)