



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
Sector-16C, Dwarka, Delhi – 110078

No. F.IPU/Accts/2016-2017/103

Dated : 04.07.2016

**CIRCULAR**

**Subject:-** Extension of facility for access to online leave account and application for leave, LTC Advance etc.

Attention of all the Faculty, Officers and staff members is drawn towards the facility of their login and access to the payroll of the University whereby they were able to have the online information as well as printout of the following features, in relation to their pay and allowances. It is already working smoothly without any complaint.

- Pay Slip
- PBR
- Tax Sheet
- CPF Ledger Card
- CPF Annual Card

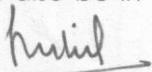
In the process of further progress towards e-governance, the process of applying various kinds of leave including availing LTC and leave encashment has been further linked with the online database on the subject and henceforth all the applicants may move application for any kind of leave by login to the "Employees Payroll Login", available at University website under the link of Finance and Accounts Department by putting their employee code and password. Their updated leave account is also available for information under the sub link "Leave Account".

The following further sub links has been created in the Employees payroll login. :-

- TA Bill (On Tour)— Under construction , as such don't try till further notice
- Leave Account
- Casual Leave Application
- Advances Application

By putting their basic details like days of leave etc. the applicant has to take the printout of the application form and forward the same print out to the Personnel Department along with recommendation of their department / branch heads. In this process all such applicants will be able to see the status of their application and also to have printout of the sanction.

Any shortcomings or deficiencies on this facility may be reported to this office for further improvement of the facility. For the time being, manual method of applying leave will also be in operation upto 15<sup>th</sup> July.16.

  
( S.K.Tanwar )

**Registrar & Controller of Finance**

1. All Deans/Librarian.
2. All Directors.
3. Ex. Engineer, UWD.
4. All JR's/DR's/ADR's/AR's/PRO
5. JR (Personnel)
6. FO-I/FO-II/FO-III.
7. AR to Hon'ble VC.
8. S.O. to P.V.C.
9. PS to Registrar.
10. PS to COF.
11. PS to COE
12. Server Room with the request to upload on University website.
13. Guard File

