



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

No. F.1(6)(26)/2016/P-II/2702

Dated 30<sup>th</sup> June, 2016

All Head/Incharge of School/Branches of the Guru Gobind Singh Indraprastha University are hereby requested to provide the leave status of all regular non-teaching employees as on 01.07.2016 (except CL & SCL) to the undersigned on or before 04.07.2016 so that their annual increment could be processed and granted.

This may be treated as **most urgent**.

  
**(Ajay Kumar)**  
**Asstt. Registrar (P-II)**

No. F.1(6)(26)/2016/P-II/

Dated June, 2016

Copy forwarded for information to

1. All Deans/Directors/Section Incharge/Branch Officer, GGSIP University
2. Controller of Finance, GGS IP University
3. Controller of Examination, GGSIP University
4. Asstt. Registrar (VC Sectt.), GGS IP University
5. Asstt. Registrar O/o the Registrar, GGS IP University
6. Section Officer (PVC Sectt.), GGSIP University.
7. Incharge Server Room with the request to upload the circular on the University's website
8. Notice Board.
9. Guard file.

  
**(Ajay Kumar)**  
**Asstt. Registrar (P-II)**