



GURU GOBIND SINGH INDRPRASTHA UNIVERSITY
Sec. 16-C, Dwarka, New Delhi

F.No.: 1 (1) (Misc)/2021/Estt./13701

Dated : 24th Feb. 2021

ORDER

The Competent Authority has desired that copy of the attendance sheet of all the Non-Teaching Staff working in the Office of the Dean/ Director/ HOD / In-charge may be submitted in the Personnel Branch on daily basis. It is seen that as of now only the absentee status is being sent. However, from now onwards, the details of staff present in the office and absent will be included in daily attendance sheet.

This issues with the approval of the Competent Authority.

(Brig. P. K. Upmanyu)
Joint Registrar (Pers.)

F.No.: 1 (1) (Misc)/2021/Estt./

Dated :

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

1. All Deans/ Directors/ HODs/ In-charge, GGSIP University.
2. Controller of Finance, GGSIP University.
3. Controller of Examinations, (In-charge) GGSIP University.
4. Librarian, GGSIP University.
5. All Jt. Registrar/ Dy. Registrars/ PRO, GGSIP University.
6. Superintendent Engineer, GGSIP University.
7. AR to the Hon'ble VC, GGSIP University.
8. AR to the Registrar, GGSIP University.
9. Head, UITS Cell – for uploading the same on the University Website.
10. Guard File

(Ajay Kumar)
Assistant Registrar