

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

F.1(6)(6)/2022/P-II/ / 600

Ol St July
Dated the June, 2022

ORDER

All Heads/Incharge of Schools/Branches of the Guru Gobind Singh Indraprastha University are hereby requested to provide the leave status (except CL & SCL) of regular non-teaching employees whose increment is due on 01.07.2022, to the Personnel Branch, on or before 05.07.2022 so that annual increment could be processed and granted accordingly.

This may be treated as most urgent.

(P.K. Upmanyu) Incharge (Personnel)

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Copy forwarded to the following for information & necessary action:

- 1. All Deans/Directors, GGS Indraprastha University.
- 2. Controller of Examination-I, GCS Indraprastha University.
- 3. Controller of Examination-II, GGS Indraprastha University.
- 4. Controller of Finance, GGS Indraprastha University.
- 5. All branch heads/JRs/DRs/Incharge UIRC/ARs, GGS Indraprastha University.
- 6. Asstt. Registrar, VC Secretariat, GGS Indraprastha University.
- 7. Asstt. Registrar, O/o the Registrar, GGS Indraprastha University.
- Head (UITS), GGS Indraprastha University with a request to upload in the University website.

9. Guard File

(Ajáy Kumar) Asstt. Registrar(P-II)