



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

F.1(6)(12)/2021/Estt.-NT/ 9327

Dated the 31<sup>st</sup> December, 2024

**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) as on 01.01.2025 in respect of regular non-teaching employees whose increment is due on 01.01.2025, to the Establishment (Non-Teaching) on or before 03.01.2025 so that annual increment could be processed and granted accordingly.

This may be treated as most urgent.

(NAVEEN KR. BUDHIRAJA)  
ASSTT. REGISTRAR(ESTT.-NT)

F.1(6)(12)/2021/Estt.-NT/

Dated the 31<sup>st</sup> December, 2024

Copy forwarded to the following for information & necessary action:

1. OSD to Hon'ble Vice Chancellor, GGS Indraprastha University.
2. All Deans/Directors, GGS Indraprastha University (Dwarka Campus & East Campus Surajmal Vihar).
3. Controller of Examination-I & II, GGS Indraprastha University.
4. Controller of Finance, GGS Indraprastha University.
5. All branch heads/JRs/DRs/ARs, GGS Indraprastha University.
6. Asstt. Registrar, VC Secretariat, GGS Indraprastha University.
7. Asstt. Registrar, O/o the Registrar, GGS Indraprastha University.
8. Project Director (UITS), GGS Indraprastha University with a request to upload on the University Website.
9. Guard File

(DEEPA MEHTA)  
SECTION OFFICER(ESTT.-NT)