



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

"A State University established by the Govt. of NCT of Delhi"

Sec. 16-C, Dwarka, New Delhi

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F.No 1(1)(26)/2022/Estt./P-I / 7897

Dated : 22/11/2024

## ORDER

It has come to the notice of the Competent Authority that faculty members on multiple occasions proceeded on Earned Leave, Child Care Leave and other kind of leave without obtaining prior sanction of the leave. The Competent Authority has taken a serious view of this practice and has directed strict adherence to the leave application procedure.

In accordance with this directive, it is hereby ordered that:

1. **Mandatory Prior Approval**: All faculty members must submit their leave applications well in advance as per rules. No faculty member shall proceed on leave without prior approval by the Competent Authority.
2. **Compliance with Procedures**: Leave applications should be submitted through the proper channel with clear recommendation of concerned Dean, and the faculty member should ensure that leave is sanctioned before proceeding on leave. No employee will proceed on leave in anticipation of prior approval. The Deans, USS are also advised to recommend the leave application of faculty as per the rules.

All faculty members are advised to follow the aforesaid procedure before proceeding on leave.

22/11  
(Dr. Kamal Pathak)  
Registrar

F.No 1(1)(26)/2022/Estt./P-I

Dated : 22/11/2024

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

1. All Deans/ Directors, GGSIP University – "with a request to circulate this circular to all faculty members"
2. OSD to the VC, GGSIP University.
4. AR, VC Secretariat GGSIP University.
5. AR, Office of the Registrar, GGSIP University.
6. Head, UITS Cell – for uploading the same on the University Website.
7. Guard File.

RCC Kesari  
(R. C. Kesarwani)  
Deputy Registrar (Estt.-T)