



GURU GOBIND SINGH INDRPRASTHA UNIVERSITY

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

Sec. 16-C, Dwarka, New Delhi

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F.1(1)(1)/Per/Estt/2023/ 9130

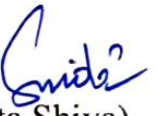
Dated : 16/03/2023

CIRCULAR

In order to ensure smooth functioning of the University, all Deans, Directors and Faculty of University School of Studies (USS) are hereby advised to follow the guidelines as mentioned below and to inform the Vice Chancellor's Secretariat at email Id – vc@ipu.ac.in well in advance:

1. Provide complete details of official engagement, including date, time and purpose of absence and to take prior approval of the Competent Authority. In case of any delay or changes in schedule the same may be informed to the office immediately.
2. In case of leaving the city or the country for any purpose, inform and take prior permission from the Competent Authority.

This issues with the approval of the Competent Authority.



(Sunita Shiva)
Registrar

F.1(1)(1)/Per/Estt/2023/ 9130

Dated : 16/03/2023

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

1. All Deans/ Directors, GGSIP University.
2. Controller of Finance, GGSIP University.
3. OSD to the Hon'ble VC, GGSIP University.
4. All Faculty, USS, GGSIP University.
5. AR, VC Secretariat GGSIP University.
6. AR, Office of the Registrar, GGSIP University.
7. Head, UITS Cell – for uploading the same on the University Website
8. Guard File


(P. R. Santhanam)
Deputy Registrar (Teaching)