

**Reminder – I**



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

F. No. : 1 (6) (20)/2013/Estt./P-I/

Dated: 02 March, 2015

**C I R C U L A R**

It has been observed that many teachers of different University Schools of Studies (USS) have completed their probation period; however, their confirmation is pending in the absence of Assessment Reports. This communication is in continuation to University Circular dated 14.01.2015 vide which Appraisal Reports of faculty were to be submitted in the Personnel Branch for initiating process of confirmation.

The aforesaid Assessment Reports for considering cases for clearance of probation of teachers are to be filled by the Reporting Officer viz Dean/Head of the school and are to be reviewed by the Competent Authority.

Please appreciate that confirmation of faculty is a pre-requisite for forwarding of their applications to other organizations on deputation or otherwise along with an important service requirement.

Therefore, it is once again requested that the duly filled/completed assessment Reports of probationary teachers may kindly be submitted to the Personnel Branch within two weeks from issue of this order. Duly filled reports require to be submitted by the Reporting Officer viz, Dean/Head of the USS to enable the Personnel section to take further necessary action in the matter.

These issues with the approval of the Competent Authority.

(Mamta R. Agarwal)  
Dy. Registrar (Pers.)

F. No. : 1 (6) (20)/2013/Estt./P-I/ 1606

Dated: 02 March, 2015

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

1. All Deans/Heads, University School of Studies (USS), GGSIP University.
2. A.R. to V.C. Secretariat, GGSIP University (for information of Hon'ble Vice-Chancellor),
3. A.R. to Registrar, GGSIP University – information.
4. Notice Board.
5. University Website.
6. Guard File.

*Mamta*  
02 Mar, 15

(Mamta R. Agarwal)  
Dy. Registrar (Pers.)