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

F. No.: /Estt./P-I/7234 Dated the 27th Dec., 2017

CIRCULAR

Sub:- Regarding submission of leave

It has been observed that many of the Faculty Members/Non-Teaching Employees do not comply with the procedure/rules and submit their leave applications either just before proceeding on leave or in some of the cases after the leave has been availed.

The said practice on the part of the employees (Teaching/Non-Teaching) has been viewed very seriously by the Competent Authority and accordingly it has been directed that leave application except Casual Leave (C/L) should be applied as per the following guidelines failing which the leave application will not be entertained and the employee, in question, may be treated as absent without permission and, disciplinary action as per rules may also be initiated against him/her, in case, the late submission of application is not justified :-

1. Any kind of leave, inclusive of casual leave, can not be availed as a matter of right.
2. All applications for grant of leave should be submitted through proper channel, well in advance, about 10 days before the date from which the leave is required (except in case of Casual Leave) and the employees should proceed on leave only with prior approval.
3. In case instructions at Sr. No.2 above are not followed in emergency, proper intimation should be given to the Branch In-charge/HOD/Dean for availing leave clearly indicating the period and kind of leave. In such cases, leave applications should follow immediately categorically indicating the reasons for which leave application could not be submitted in advance.
4. All applications for grant of leave on medical ground should invariably be accompanied by necessary medical certificate/fitness certificate and joining report.
5. Maternity leave applications, duly accompanied by a medical certificate/doctor's advice indicating expected date of confinement, should be made at least two months in advance so that alternative arrangements could be made.
6. Paternity leave applications should invariably be accompanied by necessary documentary evidence/proof from the concerned Nursing Home/Hospital/Doctor.
7. Joining Reports, after availing Earned/Half Pay/Commuted/Maternity/Paternity Leave etc., should be sent to the Establishment Branch through proper channel immediately on joining the duty, duly forwarded by the concerned Dean/HOD/Incharge.
8. All Schools/departments should maintain Casual Leave account in respect of their employees on a Leave Register and the leave should be sanctioned only after the same has been entered in the Register.
9. All leave records/registers should be maintained up-to-date and may be called by the Vice Chancellor/Registrar/Joint Registrar (Personnel) or their nominees at any time for verification.

10. It is advised that the Earned Leave should not be availed in piecemeal, say for a day or two unless there are sufficient reasons to this effect.

11. In case any employee is on unauthorized absence from duty, the concerned Branch In-charge should intimate directly to the Accounts Branch with a copy of the intimation to the Personnel Branch for stoppage of salary of such employee till such time his/her leave case is decided.

All Branch In-charge/HOD/Deans are requested to bring the contents of this circular to the notice of all employees working under them. Any violation of instructions shall be viewed seriously under the provisions of the Leave Rules and defaulting employees liable for disciplinary action.

This issues with the approval of the Competent Authority.

(Sunita Shiva)
Joint Registrar (Pers.)

F.: No.Estt./P-I/7234 Dated the 27th Dec., 2017

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

1. All Deans/Directors.
2. Controller of Finance, GGSIP University.
3. COE, GGSIP University.
4. Librarian (Incharge), GGSIP University.
5. Chief Warden, GGSIP University.
6. Proctor, GGSIP University.
7. All Jt. Registrars/Dy. Registrars/EE, GGSIP University.
8. All Branch/Section Heads, GGSIP University.
9. AR to the Hon'ble Vice Chancellor, GGSIP University.
10. SO to Pro-Vice Chancellor, GGSIP University.
11. AR to the Registrar, GGSIP University.
12. Head, UITS cell- with the request to kindly upload the same to University's website.
13. Guard File.

(Pushpendra Kumar)
Asstt. Registrar (Personnel-I)