

MOST URGENT



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
DWARKA SECTOR -16C, NEW DELHI-110075

GGSIU/PERS.-II

No. F.1(6)(37)/2012/Pers.-II/

01 JUL 2013

Dated the June, 2012

All Head/Incharge of Schools/Branches of the Guru Gobind Singh Indraprastha University are hereby requested to provide the leave statues of all regular non-teaching employees as on 01.07.2013 (except CL & SCL) to the undersigned latest by 03.07.2013 so that their annual increment could be implemented by the Personnel Branch in time.

*Handwritten signature*

26/6/13  
(R. P. Kansal)

Incharge (Personnel)

No. F.1(6)(37)/2012/Pers.-II/ 2997

Dated the 26<sup>th</sup> June, 2012

Copy to the following for information and necessary action:-

1. All Deans/Section Incharge/Branch Officer, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examination, GGS Indraprastha University.
4. All Directors, GGS Indraprastha University.
5. Asstt. Registrar, Vice Chancellor's Secretariat, GGS Indraprastha University.
6. P.S. to the Registrar, GGS Indraprastha University.
7. Incharge, Server Room with the request to upload the circular on the University's website.
8. Notice Board.
9. Guard File.

(Kapil K. Sharma)  
Section Officer (Pers.-II)