



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. Of NCT of Delhi"
SECTOR-16 C, DWARKA, NEW DELHI-110078
[Personnel Branch-II]



No.F.1(6)(1)/2023/Pers.-II/

Dated the 10th March, 2023

ORDER

It has been observed that for quite sometimes the Attendance Certificates of all the individuals working in the Section/ Branches are being sent at the level of Section Officer without having counter signatures/ approval of the Branch Heads.

All the Branch Heads are hereby advised to ensure that from the month of April, 2023 onwards, the Attendance of the every staff working under their supervision shall be sent to the Finance & Accounts Department/ Personnel Branch, as the case may be, through their Branch Heads or with the prior approval of the Branch Heads, if the forwarding communication is under signature of subordinate officer to the Branch Head, latest by 2nd day of the following month and if that is holiday, the next working day, positively.

1
(SUNITA SHIVA)
REGISTRAR

No.F.1(6)(1)/2023/Pers.-II/ 8986

Dated the 10th March, 2023

Copy forwarded to the following for information and necessary action :

1. All Deans/ Directors, GGSIP University.
2. Director Incharge, East Campus, GGSIP University.
3. COF, GGSIP University.
4. COE-I & II, GGSIP University.
5. OSD to Vice Chancellor, GGSIP University.
6. Incharge Librarian, GGSIP University.
7. All Branch Heads/ Branch Incharge/ CVO/ Joint Registrar/ Dy. Registrar/ Advisor(UWD) /Project Manager (UWD), GGSIP University.
8. Asstt. Registrar, O/o the Registrar, GGSIP University.
9. Head, UITS Cell for uploading the circular on University's website.
10. Guard file.


(NAVEEN KR. BUDHIRAJA)
ASSISTANT REGISTRAR (PERS.-II)