



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

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

Dated the July, 2012

**CIRCULAR**

**Subject: Attendance report/event report from the concerned Deans/Head/Branch Incharges in respect of all teaching and non teaching employees**

It is observed that the monthly salary of teaching and non-teaching employees is sometimes released by the University, in spite of the fact that the employees remains absent as on unauthorized leave or on Extra Ordinary Leave (EOL) during the period. It is, therefore, envisaged that salary of all teaching and non-teaching employees may release on the basis of actual attendance reports/event reports to be issued by the concerned Deans/Heads of Schools/Branch Incharges so as to ensure that no case of any un due payment of salary occurs.

All Deans/Heads/Branch Incharges are, therefore, requested to send a monthly event report to the Personnel Branch by 21<sup>th</sup> of every month positively, on the formats enclosed herewith (for Teaching & Non-Teaching Staff), with regard to the attendance of all the teaching and non-teaching staff posted in their respective Schools/Branches, indicating their appointment status, viz., regular/annual contract/short term contract for the period of his absence from duty from 21<sup>st</sup> of preceding month upto 20<sup>th</sup> of every month so that timely action could be taken up by the Personnel Branch and salary for the period of unauthorized absence could be stopped by the Accounts Branch till the regularisation of his leave period. It may be strictly complied with.

This issues with the approval of the Competent Authority.

Encl: as above

(Dr Bhaskar P. Joshi)  
Registrar

No. F.1(6)(37)/2012/Pers.-II/ 4631

Dated the 27<sup>th</sup> August  
July, 2012

Copy to the following for information and necessary action:-

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

Meeep  
27/7/12  
(R. P. Kansal)  
Incharge (Personnel)



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

Format for sending monthly attendance report/event report for Non-Teaching Employees

Period: 21<sup>st</sup> \_\_\_\_\_ 2012 (date of preceding month) to 20<sup>th</sup> \_\_\_\_\_ 2012 (date of current month)

**1. Regular Employees**

Sr. No.	Name of Employee	Designation	Employee Code	Whether any leave taken during the period, E/L, M/L, P/L, EOL or CCL etc., give details.	Date of the leave application forwarded to Personnel Branch	Unauthorized absence, if any	Remarks

**2. Contract Employees**

Sr. No.	Name of Employee	Designation	Employee Code	Whether any leave taken during the period, give details.	Date of the leave application forwarded to Personnel Branch	Unauthorized absence, if any	Whether the extension exist or not.

**Note:** As per laid down condition, long-term contract employees are entitled for total leave of 30 days per year (inclusive of all types) and short-term contract employee one leave per month.





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

Format for sending monthly attendance report/event report for Teaching Employees

Period: 21<sup>st</sup> \_\_\_\_\_ 2012 (date of preceding month) to 20<sup>th</sup> \_\_\_\_\_ 2012 (date of current month)

**1. Regular Employees**

Sr. No.	Name of Employee	Designation	Employee Code	Whether any leave taken during the period, E/L, M/L, P/L, EOL or CCL etc., give details.	Date of the leave application forwarded to Personnel Branch	Unauthorized absence, if any	Remarks

**2. Contract Employees**

Sr. No.	Name of Employee	Designation	Employee Code	Whether any leave taken during the period, give details.	Date of the leave application forwarded to Personnel Branch	Unauthorized absence, if any	Whether the extension exist or not.

**Note:** As per laid down condition, long-term contract employees are entitled for total leave of 30 days per year (inclusive of all types) and short-term contract employee one leave per month.