



# Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

F.3(201)/Admn./IGDTUW/2018/319

Dated: 21-12-2018

## OFFICE ORDER

It has been observed that a large number of leave applications are not being submitted as per time schedule prescribed in CCS (Leave) Rules, 1972 by the Officers / Officials of IGDTUW, as such it is not possible to get the applied leave decided /sanctioned by the Competent Authority before the Officer/Official proceeds on leave. The authorities has taken a serious view on late submission of leave applications, issuance of Leave Sanction Orders after availing leave and proceeding on leave without approval and sanction by the Competent Authority/Registrar.

Accordingly, the following directions are hereby issued for strict compliance by all concerned:-

1. All the leave applications (except leave on medical grounds), duly recommended by the Controlling Officer, must be given by the Officers/ Officials at least 15 days before proceeding on leave, failing which the leave application shall be outrightly rejected. Nobody shall proceed on leave before sanction of leave by the Competent Authority/Registrar.
2. In case of any emergency/exigency, if leave cannot be applied before proceeding on leave, it should invariably be communicated to the concerned Branch In-Charge/HoDs through any mode of communication at the earliest. The Branch In-charge/HoDs shall intimate the same to the Administration Branch in writing. Failure to follow this procedure may result in non-sanction of leave availed by the concerned officer/official and further action as per rules.
3. Commuted Leave on medical grounds should be accompanied by prescribed medical certificate and fitness certificate issued by the Govt. Doctor/R.M.P. as the case may be.

Non-compliance of this order shall be viewed seriously and may result in non-sanction of leave applied and disciplinary action as per rules.

No.F.3(201)/Admn/ — /IGDTUW/2018/320-339

(Prof. R. K. Singh)  
Registrar, IGDTUW  
Dated: 21-12-2018

Copy forwarded to the following for information:-

1. All Deans, Dy. Deans, IGDTUW
2. All HODs, IGDTUW
3. Deputy Finance Officer, IGDTUW.
4. Librarian, IGDTUW
5. Store In-Charge, IGDTUW
6. PS to Vice Chancellor, IGDTUW
7. PA to Registrar, IGDTUW
8. System Analyst for uploading on the website of IGDTUW.
9. Guard File.

(Prof. R. K. Singh)  
Registrar, IGDTUW