



Indira Gandhi Delhi Technical University For Women

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

Kashmere Gate, Delhi-110006

No.F.3 (176)/Admn./ Office Order(Teaching)/IGDTUW/2018/ 4894

Dated: 01/01/2020

ORDER

It has been observed that the applications for grant of various types of leave and for sanction of Faculty Development Grant etc. are not being received well in time from the faculty members and other non teaching/supporting staff. The receipt of such proposals immediately before proceeding on leave is creating difficulty.

Leave cannot be claimed as of right. When the exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

All the Teaching and Non-Teaching staff members may, therefore, apply for grant of leave of any kind and Faculty Development Grant etc. well in advance i.e., 15-30 days in advance so that necessary orders could be issued well in time after completing all procedural formalities.

Therefore, in future, all the teaching & non teaching staff should proceed on leave of any description/kind with the prior approval of the authority empowered to grant it.

(Prof. R. K. Singh)
Registrar

No.F.3 (176)/Admn./ Office Order(Teaching)/IGDTUW/2018/ 4895 - 4909

Dated: 01/01/2020

Copy forwarded for information and necessary action to the:-

1. All the Deans (Planning & Development/Examination/Academics/Student Welfare/International Affairs), IGDTUW.
2. All Dy. Deans (/R&C/IRD), IGDTUW.
3. All HoDs (MAE/ECE/CSE/IT/Applied Science/Arch & Plg./Management), IGDTUW.
4. Deputy Registrar (GA), IGDTUW.
5. Chief Hostel Warden, IGDTUW.
6. In-Charge (Dispensary), IGDTUW.
7. In-Charges (Training & Placement Cells), (MAE), IGDTUW.
8. In-Charges (Training & Placement Cells), (ICT), IGDTUW.
9. Dy. Finance Officer, IGDTUW.
10. In-Charge Personnel, IGDTUW (for Personnel Branch I & II).
11. Librarian, IGDTUW.
- ~~12.~~ System Analyst, IGDTUW with a request to upload the order on the University website.
13. Store Officer, IGDTUW.
14. P.S. to Vice Chancellor, IGDTUW.
15. PA to Registrar, IGDTUW.
16. Guard File.

(Prof. R. K. Singh)
Registrar