



OFFICE ORDER

The following instructions may be issued for immediate implementation by all non-teaching staff members:

1. Attendance Register:

All non-teaching staff members shall mark their attendance in the following format:

Name of Employee	Signature with arrival time
	Signature with departure time

Attendance must be marked immediately upon arrival at the office. Any delay in marking attendance shall be treated a negligence of duty.

All attendance registers shall be kept on the table of the respective Branch Head/Chairperson of the UTDs for monitoring and verification from 09:00 AM to 05:00 PM.

2. Leave Application:

Any leave, irrespective of its nature, a copy shall be communicated through email to leave.nt@igu.ac.in at least one day in advance. In case of emergency, the leave application may be submitted on the same day, along with a valid justification.

Note: Hard Copy of the leave applications shall not be accepted in any case.

3. Movement Register shall be maintained by each office/branch/department for movement of the non-teaching staff.

All concerned are directed to comply with these instructions strictly. Non compliance with the above instructions shall be viewed seriously and may invite appropriate administrative action.

[Signature]
03.08.2026
Dy. Registrar (Estt.)

For Registrar

Endst. No. IGU/ENTS-III/ENT-09A/2026/ 4384-4444 Dated 03.08.2026

A copy of the above is forwarded to the following for information and necessary action:

1. All the Deans of Faculties/Chairpersons of UTDs/Branch Officers of IGU, Meerpur, Rewari with the request to bring the above-mentioned orders to the notice of the non-teaching staff working in the office/branch/department concerned.
2. Director UCC, IGU, Meerpur-Rewari with the request to upload the above office order on university website.
3. A.R., O/o Vice-Chancellor (for kind information of the Vice-Chancellor), IGU, Meerpur, Rewari.
4. PA to Registrar (for kind information of Registrar), IGU, Meerpur, Rewari.

[Signature]
03.08.2026
Deputy Registrar (Estt.)