

**OFFICE ORDER**

All the Teaching Staff **except those whose leave is submitted to the O/o Vice-Chancellor directly** are hereby informed that any leave, irrespective of its nature, a copy shall be communicated through email to Dean Academic Affairs on its email id i.e. [dean.academic@igu.ac.in](mailto:dean.academic@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.**

  
03.08.2026  
Dy. Registrar (Estt.)

For Registrar

Endst. No. IGU/ENTS-III/ENT-09A/2026/ 4441-4505

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 of IGU, Meerpur, Rewari with the request to bring the above-mentioned orders to the notice of the teaching staff working in the 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.

  
03.08.2026  
Deputy Registrar (Estt.)