



ਸ੍ਰੀ ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਕਾਲਜ ਆਫ ਕਾਮਰਸ
ਸ੍ਰੀ ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਕਾਲਜ ਆਫ ਕਾਮਰਸ
Sri Guru Gobind Singh College of Commerce
(University of Delhi)
NAAC A++ Accredited
Pitampura, (Opposite TV Tower), Delhi – 110034

Ref. No. SGGSCC/Admin/Notice/04/7270

Dated: 16.03.2026

NOTICE

All faculty members are hereby informed that prior permission from the Principal is mandatory for availing Duty Leave.

It has been observed that Duty Leave is being applied directly on SmartProf without obtaining prior approval. In this regard, the following instructions must be strictly adhered to:

- Faculty members must obtain prior written/email approval from the Principal before proceeding on Duty Leave.
- Applications for Duty Leave on SmartProf should be submitted only after obtaining such approval.
- A valid supporting document/proof, duly signed by the Principal, must be uploaded on SmartProf at the time of applying for Duty Leave.
- Applications without prior approval and supporting documents will not be considered.

All faculty members are requested to comply with the above instructions to ensure proper record maintenance and administrative discipline.



(Prof. Kawal Gill)
Principal Officiating

Copy to:

1. Teaching Staff
2. Administrative Officer
3. Notice Board
4. College Website