GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16C, DWARKA, NEW DELHI-110078

OFFICE OF THE CVO

CVO|123
Ref: GGSIPU/CVO/2020-21/
Nov 25, 2020

Circular

An important aspect of preventive vigilance is the prevention of undue delays in the system, which make them prone to corruption, financial or otherwise. The University administration is on record to have instructed all the branches of the university to handle all files promptly and ensure that no file is pending beyond 3 days at any point, vide Circular No. GGSIPU/Registrar/Misc./2020/93 dated 24.08.2020.

Therefore, the Hon'ble Vice Chancellor has empowered the CVO to track the pockets of inefficiency or non-transparency and place them before the competent authority to take necessary action to prevent those pockets from slipping into corruption, financial or otherwise.

Accordingly, it is requested to provide information on the pendency of files, reasons for delays and their plans to mitigate such delays by the end of every month, to the office of the undersigned, starting with November 2020. The information may be provided in the format prescribed below by all Deans, Directors, Heads of Administrative Branches and others, to improve transparency, efficiency and accountability in various administrative, financial and grievance redressal processes in the University, to the Office of the CVO. Any student, teacher, non-teaching staff, whose matter has not been responded to or unduly delayed may also report the matter to the CVO.

S. No.	Subject of the Pending File	Date since the file is pending	Date of planned Completion	Reasons for delay/ Remarks

(Prof. N. Raghuram)
CVO

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Nov 25, 2020

Copy to:-
1. All Deans of University Schools of Studies, GGSIPU
2. All Directors of Centre and Administrative Branches, GGSIPU
3. Chief Warden, GGSIPU
4. Proctor, GGSIPU
5. Controller of Finance, GGSIPU
6. Controller of Examinations, GGSIPU
7. Library (Incharge), GGSIPU
8. Advisor, UWD, GGSIPU
9. ALL Joint Registrars / Superintendent Engineer/ Dy. Registrars / Assistant Registrars / Branch Heads, GGSIPU
10. Head, UITS - with the request to upload the same on the website of the University
11. AR to Hon'ble Vice Chancellor – for information of the Hon'ble Vice Chancellor, GGSIPU
12. AR to Registrar – for information of the Registrar, GGSIPU
13. Guard file

(Ravi Kant)
Asstt, Registrar