



Guru Gobind Singh Indraprastha University

Sector 16-C, Dwarka, New Delhi – 110 078

Tel: 011-25302245, 011-2530247 E mail estate@ipu.ac.in

(Estate Branch)

F.No. GGSIPU/East Camp./Staff Qtr/2023-24/1793

Dated 05.01.2023

NOTICE

As per the direction of Hon'ble Vice Chancellor, fresh applications are invited for Allotment of Staff Quarters for the year-2023-24 at Guru Gobind Singh Indraprastha University East Delhi Campus, Surajmal Vihar, New Delhi. The Allotment shall be made as per "The Allotment of GGSIP University Residence Rule – 2013", GGSIP University Dwarka, Campus. The Complete applications Form on the prescribed format shall reach the Estate Branch latest by 15/01/2023 for allotment of Staff Quarter.

The format of application is attached herewith.

(Dr. Vijay Kumar)

Deputy Registrar (Estate)

1. A.R. to Hon'ble Vice Chancellor - for kind information please.
2. A.R. to Registrar - for kind information.
3. Prof. P.C. Sharma, Director, East Campus, GGSIPU - for Circulation.
4. Dr. Pankaj Aggarwal Deputy Registrar, G.A., East Campus - for kind information.
5. Sh. Abhishek Aggarwal, E.E. (UWD) East Campus.
6. Head UITS to upload in University website.
7. Guard file.

(Raj Kumar Arora)

Assistant Registrar (Estate)



Estate Branch
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi – 110 078

Latest photo of
applicant

Application for Allotment of GGSIP University Residence

Part-I (For office use only)

Type for which applied	Pool under which applied	Staff Quarter allotted	Remarks

Part-II (To be filled in by the applicant)

- Please read “The Allotment of GGSIP University Residence Rules-2013” before filling the form. Incomplete application will be rejected without any further reference.
- Please fill up the form neatly/ in BLOCK LETTER.
- Please tick which ever required to do so.

1.	Type for Staff Quarter Applied for	Type II / III / IV / V
2.	Applied for (East Delhi Surajmal Vihar Campus)	
3.	Name of the Applicant/ Employee	
4.	Designation	
5.	Department/ Branch/ School	
6.	Date of Birth	
7.	Employee Code	
8.	Scale of pay as on date	
9.	Level/ AGP/GP as one date of application	
10.	Basic Pay as on date of application	
11.	Father’s Name of the Applicant	
12.	Date of joining in the University as regular employee	
13.	Date of joining on present grade pay	
14.	Category (General/ SC/ ST/ PH)	
15.	Address for correspondence as per records	
16.	Mobile No./ Whatsapp number/ Email	
17.	Marital Status	Married/ Un-married
17.	Details of Members in the family (Pl. enclose in separate Sheet)	Name, DOB, Relation with applicant, occupation, income if any

Date:.....

Signature of the applicant.....

Recommendation of Dean/HOD _____

Deputy Registrar (Estate Branch)

Certificate of Personnel Branch: Certified that the above particulars are correct as per the office records

UNDERTAKING

Along with application for allotment of residence. I undertake the following:

- (a) That I fully understand the rules for allotment of residence and I shall abide by the rules stated in the "The Allotment of GGSIP University Residence Rules – 2013" and amendment, if any, from time to time.;
- (b) That I will vacate the residence within the time specified as per rule. **I have understood the provision stated in clause 26**, and in case of failure to vacate, the University will be free to take possession of the said residence as per procedure specified within "The Allotment of GGSIP University Residence Rules-2013" and amendment, if any, from time to time.;
- (c) I also certify that above undertaking has been signed by me on my own will without any pressure.

Signature: -----

Name of the Employee: -----

Designation: -----

Employee Code: -----

Witness-1

Signature: -----

Name of the Employee: -----

Designation: -----

Employee Code: -----

Witness-2

Signature: -----

Name of the Employee: -----

Designation: -----

Employee Code: -----

**Signature of HOD/ Dean (with
rubber stamp)**