



Guru Gobind Singh Indraprastha University  
Sec-16C, Dwarka New Delhi-110078  
(General Administration Branch)

F. No. GGSIPU/GA/Misc. Order/2023/1360

Dated: 25<sup>th</sup> January, 2023

Circular

**Sub: Preparation of Students Identity Cards alongwith a complete set of Lanyard-reg.**

May kindly pursue the letter no. IPU/UIRC/2022-23/ID/1 dated 17.01.2023 wherein all Deans/ Director/ Head were requested send the request for all students Identity Cards to the General Administration (GA) branch of the University as decided and directed by the higher authorities of the University in the meeting held on 16.01.2023 in the Vice Chancellor Secretariat.

In this regard, it is stated that in order to take up this emergent requirement keeping in view the sensitivity of the upcoming NAAC peer team visit in the University to be scheduled on 7-9<sup>th</sup> Feb., 2023, All Deans & Director of USS are requested:-

1. To submit the duly filled up & signed Student Identity Card Application Form to GA branch, as provided;
2. To send the desired students details, as filled in the Application form, in Excel format and scanned copy of Students Photo, signature of Students & concerned Dean in JPG format through email at [gabranch@ipu.ac.in](mailto:gabranch@ipu.ac.in), [centraldispatch@gmail.com](mailto:centraldispatch@gmail.com)

Thus, all Deans & Director of USS are hereby requested to kindly provide the above details, as stated at sl. No. 1 and 2 above, at the earliest possible preferably on today or latest by 27<sup>th</sup> January, 2023 positively so as to enable GA branch to get the Students Identity Cards alongwith complete set of lanyard (i.e. Lanyard, Card holder and steel hook) be prepared from the University Authorised Vendor at the University approved rates, in a time bound manner.

This issues with the approval of the Competent Authority.

(Dr. Vijay Kumar)  
Deputy Registrar (GA)

**Copy to: for Necessary Action/Information to:-**

1. All Deans & Directors:- for necessary action, please
2. Controller of Finance:- for necessary information, please
3. In charge Librarian:- for necessary information, please
4. AR to Hon'ble Vice Chancellor:- for information, please
5. AR to Registrar for information, please
6. In-charge- UITS- with a request to upload a copy of the notice on the University website.
7. Guard file

(Vijendra Singh)  
Assistant Registrar (GA)