



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

F.No. GGSIPU/AR(GA)/Special Campaign 4.0/24-25/ 1135 Dated: 27/09/2024

OFFICE ORDER

SUBJECT: Special Campaign 4.0 for Swachhata and Minimizing Pendency in Higher Education Institutions -reg.

The Govt. of India has announced the launch of special campaign 4.0, indicated in the subject captioned above, which is to be organised in two phases viz. preparatory phase (16th September, 2024 to 30th September, 2024) and implementation phase (2nd October, 2024 to 31st October, 2024). This has been communicated to the University by the University Grants Commission, vide its email dated 06.09.2024.

2. Pursuant to above, the Competent Authority is pleased to nominate following Nodal Officers to execute the said campaign in an effective and timely manner:

| Sr. No. | Activities (Dwarka and East Delhi Campus) | University Nodal Officers | Remarks |
|---------|--|---|---|
| 1. | Arrange training for Nodal Officers about their role in the campaign. | NSS Program Coordinator | An illustrative list of activities prepared by the GA branch is annexed as Annexure-I |
| 2. | Mobilize the faculty, officers and ground functionaries for the campaign. | Director, Students' Welfare and NSS Program Coordinator | - |
| 3. | Identify pending references | Assistant Registrar (Establishment - NT) | - |
| 4. | Identify campaign sites for cleanliness (i) Special sanitation drive with respect to University premises including staff quarters. (ii) Horticulture related drive. (iii) Dry cleaning of furniture items | Deputy Registrar (Estate) Assistant Registrar (Horticulture) Assistant Registrar (GA) | Deputy Registrar (GA) - East Delhi Campus w.r.t. sr. no. (i, ii and iv of 4.) and 5. |

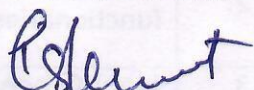
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|-----|---|--|---|
| | (iv) Pest Control Drive | Assistant Registrar (GA) | |
| | (v) Repair/Maintenance of University premises including staff quarters. | EE, UWD | |
| 5. | Space management planning | Deputy Registrar (Estate) | |
| 6. | Scrap Disposal | AR (UCS) | - |
| 7. | Record management (i) Allotment of file numbers to all the University departments/schools/branches/centres, detailing the procedure and issue order for its compliance. (ii) Weeding out of physical records. | Assistant Registrar (Establishment-NT) Assistant Registrar (GA) | - |
| 8. | Videos and Photography of the events undertaken | Photographers | - |
| 9. | Uploading the videos on the social media platforms as described above. | Media Consultant and Media Coordinator | - |
| 10. | Publicity of the event in various print media platforms. | Public Relation Officer | - |

3. All the Nodal Officers are required to submit a compliance report with respect to the activities undertaken to AR (General Administration), latest by 10th November, 2024, for uploading on the UGC University Activity Monitoring Portal at <https://uamp.ugc.ac.in>.

20/9
(Dr. Kamal Pathak)
Registrar

Copy forwarded to the following for information and compliance:

1. All nominated Nodal Officers, GGSIP University.
2. AR to Hon'ble Vice Chancellor, Guru Gobind Singh IP University.
3. AR to Registrar, Guru Gobind Singh IP University.
4. In-charge (UITS) with the request to upload the Office Order on the University website.
5. Guard file.


(Prabhat Mishra)
Assistant Registrar (GA)