



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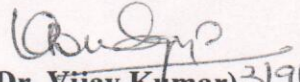
**CIRCULAR**

**Sub: Opening of Post Office in the University Dwarka campus**

All Teaching / Non- Teaching / Residents and Students are hereby informed that the Post Office is now operational in the University Dwarka campus at Shop No.-05, Shopping cum Health Centre Building. The Post Office is providing the services of Registered Letter, Post Life Insurance premium payment, sale of postal stamps etc.

All are requested to avail the benefit and services of the Post Office facility in the Dwarka campus. The timing of working hour of Post Office is:

Days	Timing for General Work	Timing for depositing PLI premium
Monday to Friday	09:00 A.M. to 04:00 P.M.	09:00 A.M. to 02:00 P.M.
Saturday	09:00 A.M. to 02:00 P.M.	09:00 A.M. to 12:00 Noon

  
**(Dr. Vijay Kumar)** 31/9/13  
**Assistant Registrar (Estates)**

Copy to,-

1. AR to Vice Chancellor Secretariat, for kind information of the Hon'ble Vice Chancellor.

**Copy for information with the request to get this circular circulated among all staff members of the School/ Department-**

1. Dean- USAP, USBT, USBAS, USCT, USE, USEM, USHSS, USIT, USL&LS, USMS, USMC, USMPMHS
2. Director- Academic Affairs, Coordination, CDMS, International Affairs, Legal Aid Cell, Organization & Development, Project Monitoring Cell, Research & Consultancy, Student Welfare
3. Registrar
4. Controller of Finance
5. Controller of Examination
6. Librarian
7. Chief Warden
8. Chairman, UCITIM- with a request to upload the circular on the University website.
9. In- charge - Academic, Affiliation, Coordination, Gen. Admn, Personnel, Planning (RTI & Legal), Purchase, Store
10. Executive Engineer, UWD
11. Guard File
12. Office copy