



Estate & Security Branch
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi – 110 075

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F.No: GGSIPU/E&S/2014/58

Dated: 20th January 2014

OFFICE ORDER

Approval of Hon'ble Vice Chancellor is hereby conveyed for transfer of Seminar Halls of D & E Block and Community Hall to General Administration Branch. As per the direction of Hon'ble Vice Chancellor the Seminar Halls of D block, E block and Community Hall is hereby stands transferred to General Administration Branch for onward taking over for the use of Faculty / Staff / Students of GGSIP University as and when required.

The details of inventory list are enclosed herewith for your ready reference. It is directed that all the inventory items and the responsibility of maintenance and operation of Seminar Halls and Community Hall shall be looked after by General Administration Branch with immediate effect. If any discrepancy in inventory list is reported, should be brought in the notice of Estate Branch with the information of UWD within 07 days of receipt of this order, failing which it will be assumed that all the Systems and Devices installed in the D & E block Seminar Halls and Community Hall area are in operational / functional state.

Henceforth, all University School of Studies / User Departments / University Residents may send their request for booking of Seminal Halls and community Hall to General Administration Branch.

This issues with approval of Hon'ble Vice Chancellor, GGSIP University

(Mohd. Ahtesham Ullah)
Deputy Registrar (Estate)

Sh. Pankaj Agarwal,
Deputy Registrar
(Gen. Admn. Branch)

Copy to:

1. All Deans / Directors / Librarian / Chief Warden, GGSIP University
2. Registrar, GGSIP University
3. Superintending Engineer, UWD, GGSIP University
4. AR, VC secretariat for information of Hon'ble Vice Chancellor
5. Chairman, UCITIM for uploading on University website
6. Office Copy.