



O/o Deputy Registrar Estate Branch
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi – 110 078

F.No: GGSIPU/Estate/2014/1473
Dated: 30th January 2014

Office Order

The following are the necessary changes for re-allocation of branches located in the Library Block and Administrative Block. The University Works Division will coordinate and make the additions or alterations of work for various divisions.

S.No.	Name of Branches	Present Area	New Area Allcoated
1.	Security Branch	Library Block	Area allocated for Bank and ATM at main gate No. 1
2.	AR (Estate)		Area allocated to Security Branch at Library Block
3.	University Central Stores	B-Wing Admin Block	Kitchen area of staff canteen located with two rooms, open area with RCC shelves at Library Block
4.	GA Branch	B-Wing Admin Block	Area allotted for University Central Stores at B-Wing Admin Block
5.	Purchase Branch	Library Block	Area allotted for GA Branch at B-Wing Admin Block
6.	Drivers Room	A-Wing Admin Block	E-Block Parking in temporary infrastructure
7.	Security Control Room for CCTV Surveillance system	----	Drivers Room at A wing Admin Block (VC Sectt.)
8.	Store of Director Academic Affairs	Area Adjacent to Bank space at Main Gate	Area allotted for photocopier machine at Library Block

This issues with the approval of the Competent Authority.

Ahtesham
30/01/2014

(Ahtesham)
Deputy Registrar (Estate)

Copy to:-

1. PS to VC Secretariat – for kind information of Hon'ble Vice Chancellor.
2. Registrar on duty for kind information, GGSIPU.
3. Incharge, Server Room, for uploading the order on the university Website.
4. Office Copy.
5. All Concerned.