



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
Sector-16C, Dwarka, New Delhi-110 078  
[General Administration Branch]

No.GGSIPU/ADR(GA-II)/08/Sec/Gate Pass/2760

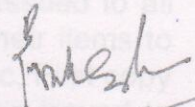
Dated: 23/5/2013

CIRCULAR

In continuation of Circular No.GGSIPU/ADR(GA-II)/08/Sec/Gate Pass/782, dated 20/05/2010, it has been observed that the Branches/University Schools are issuing the items like office equipments, computer, UPS, Printer, Lab equipment, etc. to the outside vendors/agencies for replacement/repair/servicing/testing on temporary Gate Passes, but not on the approved Gate Pass-cum-Challan without maintaining their Gate Pass Booklet and Register.

As a policy matter, to ensure the accountability of the items, all Deans/Directors and Branch Heads are requested to follow the approved Gate Pass system and maintain the record accordingly. The Gate Pass Booklet are available with University Central Stores and copy of the approved format is also enclosed.

The Security Services are directed to check and allow the items only on approved Gate Pass-cum-Challan Booklets as per performa enclosed and University Central Store will issue the booklets in co-ordination with GA Branch

  
Dr. Bhaskar P. Joshi  
(Registrar)

Copy to: -

1. Dean USBT
2. Dean USICT
3. Dean USLLS
4. Dean USMS
5. Dean USBAS
6. Dean USAP
7. Dean USEM
8. Dean USHSS
9. Dean USCT
10. Dean USE
11. Dean USMC
12. Dean USET
13. Director Research & Consultancy
14. Director Centre for Disaster Management Studies
15. Director Legal Aid Cell
16. Director Development
17. Director Academic Affairs
18. Director Project Monitoring Cell
19. Director International Affairs
20. Director Co-ordination
21. Director Students Welfare
22. Controller of Finance
23. Controller of Examination
24. Librarian
25. Chief Engineer/SE(UWD)
26. DR (Affiliation)
27. JR (Academic-I)

28. JR (Academic-II)
29. JR(Coordinator)
30. DR (Staff Development Cell)
31. DR (Planning)
32. DR (PR)
33. Incharge(Purchase)
34. Incharge (Personnel)
35. Chairman UCITIM (with request to upload the same on University website)
36. Chief Warden
37. Warden Boys Hostel
38. Warden Girls Hostel
39. AR(Estate) with a request to inform all the University employees in the resident quarters
40. AR (Security)
41. AR (Stores)
42. AR to VC (for information)
43. University Health Center
44. AR to Registrar (for information)
45. Office Copy



*[Signature]*  
**Pankaj Agrawal**  
 Deputy Registrar(GA)

As a policy matter, to ensure the accountability of the items all Deans/Directors and Branch Heads are requested to follow the approved Gate Pass system and maintain the record accordingly. The Gate Pass Booklet are available with University Central Store and copy of the approved format is also enclosed.

The security services are directed to check and allow the items only on approved Gate Pass-cum-Challan Booklets as per patterns enclosed and University Central Store will issue the booklets in co-ordination with GA Branch.

*[Signature]*  
 Dr. Shankar P. Joshi  
 Registrar

1. Dean UGT
2. Dean UCT
3. Dean GLLS
4. Dean USMS
5. Dean USAS
6. Dean USAP
7. Dean USM
8. Dean USOS
9. Dean UCT
10. Dean USB
11. Dean USMC
12. Dean USBT
13. Director Research & Consultancy
14. Director Centre for Distance Management Studies
15. Director Legal Aid Cell
16. Director Development
17. Director Academic Affairs
18. Director Project Monitoring Cell
19. Director International Affairs
20. Director Co-ordination
21. Director Students Welfare
22. Controller of Exams
23. Controller of Examination
24. Librarian
25. Chief Registrar (GA/WD)
26. CR (Academic)
27. JR (Academic-II)



# Guru Gobind Singh Indraprastha University

Kashmere Gate, Delhi-110403

(GENERAL ADMINISTRATION BRANCH)

File no: GGSIPU/ADR(GA-II)/08/Sec/Gate Pass/ 789

Dated: 20.05.2010

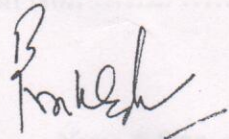
## Circular

Laboratory equipment of University School of Studies and office equipment/electrical gadgets like computer, UPS, Printer, water cooler, AC etc. are being issued from various Departments / University Schools for replacement / repair / services / testing on temporary basis. On the other hand, the some items are being issued to one department to another, on loan basis. To keep the track, on the movement of these items inside as well as outside the University for various purposes, the Gate Pass-cum-Challan has been designed. In addition to this, Gate Pass Register has to be maintained by the departments/USS for entering the Gate Passes and its record. In this Gate Pass Register, each deptt/school will maintain the moment of items issued / return through Gate Pass-cum-Challan Booklets.

As a policy matter, to ensure the accountability of the items issued by the Departments / Schools for the various purposes & returned back in their department / schools following points are to be followed as policy decision:-

1. The Printed Gate Pass Booklet, in triplicate, serial numbered will be issued to all departments / schools. Whenever, the department / schools issuing their items to outside agency / persons for replacement / repair / services / testing etc, First copy (Yellow color) will be issued to bearer, second copy (pink color) will be issued to security services, third copy (white color) will be retained & maintained by the Department /school for keeping the track on bearer for the return of items.
2. The third copy retained by the issuing dept. / schools will be entered in the Gate Pass Register.
3. The Gate Pass Register & Third copy of Gate Pass-cum-challan will be audited by Accounts Branch ever year for the purpose of inventory control
4. The Gate Pass Register will contain the following information:-
  - i) Serial Number of Gate Pass-cum-challan
  - ii) Detail Description of Items (Make company model).
  - iii) Quantity
  - iv) Estimated cost
  - v) Name & Address of Company / person to whom the items issued.
  - vi) Expected date of return in the university
  - vii) Name & Designation of Issuing Authority
  - viii) Signature of Issuing Authority
  - ix) Signature of Receiving person

This issue with approval Hon'ble Vice-chancellor.

  
(Bhaskar P. Joshi)  
Registrar

Copy to all concerned as per list enclosed:



# Guru Gobind Singh Indraprastha University

## Kashmere Gate, Delhi-110403

Tel.: 011-23900134-35, 23900137-138 Fax : 011-23900111, 23865941  
Website : www.ipu.ac.in

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Bearer Copy

### GATE PASS-CUM-CHALLAN

Gate Pass Sl. No.: \_\_\_\_\_

Date: \_\_\_\_\_

Authority is accorded to Mr. / Mrs. ....

Name of the Dept./ Firm .....

to take the following items outside University Campus.

S.No	Description of Items with Make / Size No. / etc.	Quantity Issued	Status, Write (a) or (b) as below
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

(a) The items have been issued to bearer as Garbage / not to be returned.

(b) The items have been issued for Replacement / Repair / Servicing / Testing.

(c) The bearer will return items to ..... (Name & Designation  
of Office-in-charge of items)

(d) The expected date of return of items to the University .....

**Note :** Fill-up (c & d)

Department/School Register Serial No.: .....

Name & Sign. of  
Officer-in-Charge  
of Item(s)

Name & Sign. of  
Issuing Auth. With Stamp  
(Not below the Rank of  
Asst. Prof. / Asst. Registrar)

Name & Sign. of  
Person receiving Item  
& Date (Bearer)

Name & Sign. of  
Security Officer Stamp



41 | Security Copy

# Guru Gobind Singh Indraprastha University

## Kashmere Gate, Delhi-110403

Tel.: 011-23900134-35, 23900137-138 Fax : 011-23900111, 23865941  
Website : www.ipu.ac.in

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Security Officer Stamp



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Issuing Dept. Copy

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