



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16C, Dwarka, New Delhi-110 075
[General Administration Branch]

IPU/GA/Misc./2013-14/4628

Dated: 27/01/2014

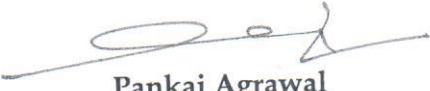
ORDER

It has been observed that foreign delegations are visiting the University campus and the University Schools/Departments are not informing the University administration before such visits. For better coordination of sanitation, security, horticultural, hospitality and other services, all the Deans, Directors and Departmental Heads are requested to give the prior intimation, at least one working day before the visit of the foreign delegation to the following departments/branches:

1. VC Secretariat,
2. Registrar Branch,
3. GA Branch,
4. Security Branch
5. Estate Branch

This will facilitate to give good ambience in the campus before such visits.

This issues with the approval of the Competent Authority.


Pankaj Agrawal
Deputy Registrar(GA)

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 UHSS
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)

e/c

26. DR (Affiliation)
27. JR (Academic-I)
28. JR (Academic Coordination)
29. JR(Coordinator)
30. DR (Staff Development Cell)
31. DR (Planning)
32. PRO
33. DR (Purchase)
34. Joint Registrar (Personnel)
35. Incharge (Stores)
36. Chairman UCITIM (with request to upload the same on University website)
37. Chief Warden
38. Warden Boys Hostel-I
39. Warden Boys Hostel-II
40. Warden Girls Hostel-I
41. Warden Girls Hostel-II
42. University Health Center
43. AR(Estate)
44. AR (Security)
45. AR (Stores)
46. AR to VC (for information)
47. AR to Registrar (for information)
48. Office copy
49. Guard File