



Guru Gobind Singh Indraprastha University

Sector-16 C, Dwarka, New Delhi-78

(General Administration Branch)

F. No. GGSIPU/GA/Misc./2021/42

Dated: 02-09-2021

Circular

In view of the ongoing Swachhta Pakhwada (w.e.f. 1st September, 2021 to 15th September, 2021) and forthcoming NAAC visit, I am directed to inform that a team of officials from GA Branch alongwith service personnel of concerned agency will start to visit the offices of Dean/Directors/Branches w.e.f. 02nd September, 2021 onwards for spot inspection of **furniture, photocopier machine & other related items so as to decide their status regarding repair/un-serviceable/beyond economic repair.**

In case, if items are found un-serviceable/un-repairable or beyond economic repair, a certificate to this effect will be issued by concerned agency on spot. Thereafter, the offices of the concerned Deans/Directors/Branch Head shall have to make necessary arrangements at their level in co-ordination with University Central Store for further necessary action.

It is earnestly requested that concerned officials will have to ensure that their respective premises should be free from junk for maintaining Swachh Campus as well as for preparation of NAAC visit.

(Vijendra Singh)

Assistant Registrar, GA

Copy for Information:-

1. All Deans & Directors
2. Proctor
3. Chief Warden
4. All HODs/Branch In-Charge/All Wardens
5. Controller of Examination
6. Controller of Finance
7. Librarian
8. AR to Hon'ble Vice Chancellor
9. AR to Registrar
10. In-charge- UITS- with a request to upload a copy of the circular on the University website.
11. Guard file

(Amit Sharma)

Section Officer, GA