



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
(A State University Established By the Govt. Of NCT of Delhi)
SECTOR-16 C, DWARKA, NEW DELHI-110078

25

No.F1(6)(7)/2023/Pers-III/ 8612

Dated the 22nd February, 2023

C I R C U L A R

Many instances have come to the notice of the Competent Authority of the University that, the files related to various claims and release of payments after Administrative Approval/Expenditure Sanction are being delayed for considerable time or unreasonably, long time is taken in the processing of these files by Finance and Accounts Branch. Similarly other Branches/Schools are also taking long time in processing the various files, which normally should have been processed within 02 to 03 days on the receipt of fresh communications, which is not healthy practice.

This will lead to the consequences inter alia having adverse impact on the image of University, but also causing unnecessary resentment among the various claimants etc. As you are all aware that responsive governance also includes the basic component of timely processing all the communications including release of payment or in other connected matter with timely response, which normally in the ordinary normal course of functioning in the higher educational institution is to be reciprocated within a reasonable time frame line. It is also mandated upon all the Head of the Schools and Branches /Departments to ensure the functioning within the parameters of the responsive good governance.

The Competent Authority, after having review the existing functioning of the various Schools /Branches with reference to the orientation of responsive governance has directed all the Head of Schools/ Centres / Branches to scrupulously comply with the following direction, invariably in all cases, henceforth to curtail the long channel of processing the files thereby causing delays which could have been easily avoided with little bit of efforts and cautious approach:-

1. All effort should be made to reduce the number of channels in processing of all the files in each and every branch of the University and the system of such number of channels should be explicitly and amply displayed at conspicuous place outside branch latest by 1st of March 2023.
2. The Assistant Registrar/Section Officer/Official of the equivalent level in each of the branch shall act as Desk Officer and initiate the basic initial note on important/policy matter rather than leaving for processing at the discretion of dealing assistants. However routine PUCs still are to be processed at the level of Dealing Assistant.

3. All the Dealing Assistants shall act as custodian of all the records of the work allocated to them and ensure that the processing of all the files within 7 days or within the time, which is mentioned on the PUC/Fresh Receipt by any Senior Officer in the hierarchy or otherwise mandatorily and essentially required in the larger interest of University.
4. Name of the official/officer shall be mentioned under the signature.
5. No recurrence of an incident relating to release of payment beyond the specified time limit consequent upon receipt of expenditure sanction like happened in the case of release/ processing of file for release payment towards hiring of University domain for the University website should be tolerated.
6. All the timely steps, be taken by each of the branch to weed out the old records which is not required to be retained, as per the record retention schedule of the University.
7. All efforts shall be made to ensure the ambience of the University, especially of all the Branches/ Schools/ Departments in particulars and of the complex in general be neat and clean all through the year.
8. All the staff should attend the office, as per, working hours (9.00 a.m. to 5.30 p.m.) of the University and should adhere to the timing of lunch hours (1.00 p.m. to 1.30 p.m.) as prescribed by the University.

This issues with the approval of the Competent Authority.


(SUNITA SHIVA)
REGISTRAR

No.F1(6)(7)/2023/Pers-II/ 864

Dated the 22nd February, 2023

Copy to :

1. All Deans/Directors, GGSIP University.
2. Controller of Finance, GGSIP University.
3. COE-I & II, GGSIP University.
4. Proctor, GGSIP University.
5. Chief Warden, GGSIP University.
6. In-charge Library, GGSIP University.
7. CVO, GGSIP University.
8. All Branch In-charge(s)/ Joint Registrar(s)/ Dy. Registrar(s)/ Asstt. Registrar(s)/ PRO/ Medical Officer, GGSIP University.
9. S.E., UWD, GGSIP University.
10. Asstt. Registrar, Vice Chancellor Secretariat, GGSIP University.
11. Asstt. Registrar, O/o Registrar, GGSIP University.
12. Head, UITs, with the request to upload the circular on University's website.
13. Guard file.


(BHUPINDER SINGH)
DY. REGISTRAR (PERS.-II)