



Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka New Delhi-110078
(General Administration Branch)

F. No. GGSIPU/GA/2019/Cafeteria / 244

Dated: 17th August, 2022

OFFICE ORDER

Subject:- Discrepancies in furnishing the requisition for Hospitality arrangements-reg

It has been observed that various school/ deptt/ branch send their requisition for hospitality arrangements to GA branch **at the eleventh hours**. In that circumstance, no sufficient time lies with GA branch to scrutinize the proposal properly whether the requirement, to be executed, is in order or not.

Such kind of working by the concerned school/deptt./branch interalia affects the functioning of GA branch and creates undue pressure on GA branch for execution of the requisition of hospitality arrangements. Thus, all the Dean/Director/Branch heads of the respective school/deptt./branch are hereby directed to adhere for the compliance of the following directions invariably and strictly:-

1. No requisition for hospitality arrangement may please be sent to GA branch without the supporting approval of Competent Authority else it may not be considered by GA branch for making the desired hospitality arrangements. In case, if the file is under process for approval, a copy of proposal note must be endorsed with the requisition and after getting final approval of Competent Authority, the same also needs to be provided to GA branch for their record and needful positively.
2. Furthermore, It may also note that concerned school/deptt./branch may please sent their proposal for hospitality arrangements to the Competent Authority for consideration & approval timely so that **sufficient time, i.e. at least two days for lunch/dinner arrangement and one day for high tea arrangement**, may be given to GA branch for making requisite arrangements from the University authorized vendor at the approved rate & menu timely.

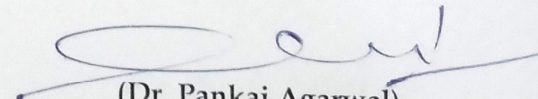
In case, if delay is occurred or hospitality arrangement couldn't be made by GA branch due to the above mentioned reasons, concerned school/deptt./branch would be held responsible instead of GA for the same due to the administrative lapses at their end.

This issues with the approval of the Competent Authority.


(Dr. Pankaj Agarwal)
Dy. Registrar (GA)

Copy for Necessary Action/Information to:-

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 notice on the University website.
11. Guard file


(Dr. Pankaj Agarwal)
Dy. Registrar (GA)