



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR 16-C, DWARKA, NEW DELHI - 110 078

011-25302244

## SECURITY BRANCH

File no.: GGSIPU/DR(Security)/Circular/2018/ 163

Dated: 07/12/18

### CIRCULAR

Subject: Regarding processing of request for Additional deployment of Security Guards in various activities

The Security Branch receives requests for deployment of additional Security Guards for the functions / activities performed by the various University Schools of Studies and various administrative branches. Such requests are received either immediately before the commencement of activity / function or even during/after commencement of the function/activity. In such a situation, this becomes difficult for Security Branch to obtain prior approval of the competent authority.

As per the observation made by Hon'ble Pro Vice Chancellor madam, all the University Schools of Studies and Administrative Heads are advised to put their request for additional deployment of Security Guards much before the commencement of that particular activity. This will enable the Security Branch to obtain the prior approval of competent authority and facilitate in deployment of additional Security Guards.

This issues with the approval of competent authority.

(Dr. Vijay Kumar)

Deputy Registrar(Security)

Copy to:-

1. All Deans & Directors
2. Proctor
3. Chief Warden/All Wardens
4. Controller of Finance
5. Controller of Examination
6. Library
7. All HODs/ Branch Incharge/ EE(UWD)
8. AR to Hon'ble Vice Chancellor
9. SO to Pro-Vice Chancellor
10. AR to Registrar
11. Incharge - UITS - with a request to upload a copy of the Circular on the University website.
12. Office copy

For upload  
TA, UITS  
07-12-18