



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, DWARKA, NEW DELHI-110078

No.F.1(6)(15)/2015/Pers.-II

Dated : 18/3/19

C I R C U L A R

Subject : Updation of Service Records.

All the employees of the University are hereby requested to update their service records and submit relevant Declaration/ Forms, if any change in the status or not declared earlier, as per list given below, to the Personnel Branch latest by 31.03.2019 so that necessary amendment may be carry out in their service records :

1. Home Town Declaration
2. Joint Declaration Forms in case of spouse is working.
3. Oath Allegiance
4. Marital Declaration
5. Declaration of Family Members
6. Form for issue of Medical Card
7. Attestation Form
8. Nomination for Retirement Gratuity/ Death Gratuity
9. Statement of particulars for allotment of Provident Fund Account Number

All the above forms are available in the University website under head various forms in the link Personnel Branch.

(Sunita Shiva)
Jt. Registrar (Pers.)

No.F.1(6)(15)/2015/Pers.-II /8972

Dated : 18/3/19

Copy forwarded to the following for kind information and further circulation to concerned staff members :

1. All Deans, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examinations, GGS Indraprastha University.
4. All Directors, GGS Indraprastha University.
5. Librarian (In-charge), GGS Indraprastha University.
6. Proctor, GGS Indraprastha University.
7. Chief Warden, GGS Indraprastha University.
8. Executive Engineer, GGS Indraprastha University.
9. All Branch In-charge/ Joint Registrars/Dy. Registrars/ Assistant Registrars/ PRO/ Finance Officers/ Medical Officer, GGS Indraprastha University.
10. Asstt. Registrar, Vice Chancellor's Secretariat, GGS Indraprastha University.
11. Section Officer, O/o the Pro Vice Chancellor, GGS Indraprastha University
12. P.S. to the Registrar for kind information of the Registrar, GGS Indraprastha University.
13. Server Room Incharge for uploading the Circular on the University's website.
14. Notice Board.
15. Guard file.

(Ajay Kumar)
Asstt. Registrar (Pers.-II)