

No. F.1(6)(25)/2025/Estt-NT/ 4910

Dated: 08<sup>th</sup> August, 2025

**ORDER**

The Competent Authority has directed that all regular employees working on the post of Multi Tasking Staff and Driver cum Motorcycle Messenger, who are eligible to receive dress allowance are required to wear uniforms regularly during the office hours.

To maintain discipline and decorum in the office premises, the details of the uniform are as follows:-

- 1.) Men Employees: Navy Blue Pants, a white shirt and formal black shoes.
- 2.) Women Employees: a Blue Saree or Gray Salwar with a light Blue Suit/Kurta and formal black shoes.

All the Multi Tasking Staff (M.T.S) and Driver cum Motorcycle Messenger are, therefore, once again directed to wear proper uniform during office hours and any violation of this instruction will attract appropriate action against them as deemed fit.

All the concerned Dean/Director/Branch Head/In-charge/Dy. Registrar/Assistant Registrar are requested to ensure the proper implementation of Dress Code as directed by Competent Authority.

This issues with the prior approval of the Competent Authority.

(NAVEEN KR. BUDHIRAJA)  
ASSISTANT REGISTRAR, ESTT. (N.T.)

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**Copy forwarded to the following for information and necessary action please:-**

1. OSD to Hon'ble Vice Chancellor, GGSIP University, New Delhi.
2. All Directors/Deans/Branch Heads, GGSIP University, New Delhi.
3. Controller of Finance, GGSIP University, New Delhi.
4. Controller of Examinations-I & II, GGSIP University, New Delhi.
5. Head UITS, GGSIPU with request to upload this order on University website.
6. AR to Vice Chancellor, GGSIP University, New Delhi.
7. AR to Registrar, GGSIP University, New Delhi.
8. All Driver cum Motorcycle Messenger and M.T.S, GGSIP University, New Delhi.
9. Guard File.

(NAVEEN KR. BUDHIRAJA)  
ASSISTANT REGISTRAR, ESTT. (N.T.)