



Guru Gobind Singh Indraprastha University

Dwarka, New Delhi – 110078

(General Administration Branch)

F. No. GA(15)/2025/May/00002/217

Dated: 09th September, 2025


CIRCULAR

Subject: Intimation regarding expire of contract on 10.10.2025 and raising fresh requirement thereof - Repair & maintenance work of office, lab, hostel, classroom furniture items at Dwarka Campus.

This is to inform you that the contract period of empaneled agencies w.r.t. repair & maintenance work of office, lab, hostel, classroom Furniture items at Dwarka Campus is due to expire on 10.10.2025. In order to ensure continuity of services and avoid any disruption, all concerned Schools/Departments are requested to:

1. Review the requirement related to repair of furniture items.
2. Submit the requirement/requisition (if any) well in advance, **positively before the expiry date i.e. 10.10.2025.**


Timely submission of your requirement, as per approved SOPs dated 12.10.2022 will enable us to allocate/process your request before expiry of contract without delay.


(Prabhat Mishra)
Asstt. Registrar (GA)

F. No. GA(15)/2025/May/00002/218-235
Copy forwarded to the following for kind information: -

Dated: 09th September, 2025

1. All Deans, GGSIP University
2. OSD/Advisor, GGSIP University
3. Controller of Examination-I, GGSIP University
4. Controller of Examination-II, GGSIP University
5. Controller of Finance, GGSIP University
6. All Directors, GGSIP University
7. Librarian, GGSIP University
8. Chief Warden, GGSIP University
9. Proctor, GGSIP University
10. SE, UWD, GGSIP University
11. All Branch Heads/Joint Registrars/Deputy Registrars, GGSIP University
12. Head, UITs with a request to upload the same on University website
13. Hostel Wardens, GGSIP University
14. Public Relation Officer (PRO), GGSIP University
15. AR to VC for kind information of Hon'ble Vice Chancellor, GGSIP University
16. AR to Registrar for kind information of the Registrar, GGSIP University
17. Guard File


(Neelam Bareja)
SO (GA)