

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
“A State University established by the Govt. Of NCT of Delhi”  
SECTOR-16 C, DWARKA, NEW DELHI-110078

File No.F1(6)(15)/2025/Estt.(N.T.)/ 10664

Dated: the 24<sup>th</sup> December, 2025

**ORDER**

In supersession of all the previous orders in this regards, the Competent Authority, Guru Gobind Singh Indraprastha University is pleased to assign Shri S. P. Singh, IAS (Retd.), Advisor cum Consultant as Director In-charge (Administration), East Delhi Campus with immediate effects. All files relating to Administration functioning of the University relating to East Delhi Campus shall be routed through him to the higher authorities for administrative/financial approvals.

His roles and responsibilities as Director In-charge (Administration) shall be as under:-

- (i) To supervise the functioning of all the Non-Teaching staff posted in East Delhi Campus.
- (ii) To prepare the action plan for the smooth conduct and functioning of the Administrative functions of all the Non-Teaching departments of East Delhi Campus.
- (iii) To prepare strategic planning, develop, implement and monitor University policies, ensuring adherence to the standards of Administrative prudence within the rules and regulations of the University.
- (iv) To coordinate among all the departments for their cohesive and inclusive functioning and to ensure efficiency and efficacy in the functioning of the Non-Teaching departments of East Delhi Campus.
- (v) To ensure timely action on all the references received from higher authorities for appropriate decision and compliances thereof.
- (vi) Any other functions, as may be, assigned by the Competent Authority from time to time.

The above functions are only illustrative and not exhaustive one.

Prof. A. K. Saini, however, shall continue to hold the charge of Director (Academic & Strategic matters) East Delhi Campus for all purposes and all files relating to Academic functions shall route through him to the higher authorities for administrative/expenditure approval, as the case may be.

Shri S. P. Singh, Advisor cum Consultant shall not be entitled for any additional remuneration and will continue to draw his salary as per existing terms and conditions.

Further, all the issues of East Delhi Campus of the University shall be amicably resolved and addressed with mutual consent of both the Director In-charge of the East Delhi Campus

  
(Dr. KAMAL PATHAK)  
REGISTRAR

File No.F1(6)(15)/2025/Estt.(N.T.)/ 10664

Dated: the 24<sup>th</sup> December, 2025

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

1. OSD to Hon'ble Vice Chancellor, GGSIP University, New Delhi.
2. Officer concerned, GGSIP University, New Delhi
3. All Directors/Deans/Branch Heads, GGSIP University, New Delhi.
4. Controller of Finance, GGSIP University, New Delhi.
5. Controller of Examinations-I & II, GGSIP University, New Delhi.
6. Superintending Engineer, UWD, GGSIP University, New Delhi.
7. Project Director, UITS, GGSIP University with request to upload this order on University website.
8. AR to Vice Chancellor, GGSIP University, New Delhi.
9. AR to Registrar, GGSIP University, New Delhi.
10. Personal file of Officer concerned.
11. Guard File.

  
(Dr. KAMAL PATHAK)  
REGISTRAR