Estate Branch
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi – 110 078
Tel: 011-25302245, 25302247, Fax:011-25302111, website: ipu.ac.in

F.No: GGSIPU/E&S /03/2013/ 100
Dated: 03rd September, 2013

CIRCULAR

Sub: Opening of Post Office in the University Dwarka campus

All Teaching / Non-Teaching / Residents and Students are hereby informed that the Post Office is now operational in the University Dwarka campus at Shop No.-05, Shopping cum Health Centre Building. The Post Office is providing the services of Registered Letter, Post Life Insurance premium payment, sale of postal stamps etc.

All are requested to avail the benefit and services of the Post Office facility in the Dwarka campus. The timing of working hour of Post Office is:

<table>
<thead>
<tr>
<th>Days</th>
<th>Timing for General Work</th>
<th>Timing for depositing PLI premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>09:00 A.M. to 04:00 P.M.</td>
<td>09:00 A.M. to 02:00 P.M.</td>
</tr>
<tr>
<td>Saturday</td>
<td>09:00 A.M. to 02:00 P.M.</td>
<td>09:00 A.M. to 12:00 Noon</td>
</tr>
</tbody>
</table>

(Dr. Vijay Kumar)
Assistant Registrar (Estates)

Copy to,-
1. AR to Vice Chancellor Secretariat, for kind information of the Hon’ble Vice Chancellor.

Copy for information with the request to get this circular circulated among all staff members of the School/Department:

1. Dean- USAP, USBT, USBAS, USCT, USE, USEM, USHSS, USIT, USL&LS, USMS, USMC, USMPMHS
2. Director- Academic Affairs, Coordination, CDMS, International Affairs, Legal Aid Cell, Organization & Development, Project Monitoring Cell, Research & Consultancy, Student Welfare
3. Registrar
4. Controller of Finance
5. Controller of Examination
6. Librarian
7. Chief Warden
8. Chairman, UCITIM- with a request to upload the circular on the University website.
10. Executive Engineer, UWD
11. Guard File
12. Office copy