



Estate & Security Branch
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi – 110 078

F.No: GGSIPU/Estates /2013/717

Dated: 24.07.2013

CIRCULAR

Sub: Application of allotment of Staff quarter in Dwarka campus

This is with reference to the new rule “The allotment of GGSIPU University Residence Rules 2013’ approved by BOM in its 53rd meeting held on 15.03.2013, as per clause 8 (c) “*The seniority list shall be revised on the basis of application received upto 31st July of each year as per clause 8 (a). The seniority list would be effective for next one full year i.e. from 1st August to 31st July of the subsequent year. Every allotment during the year i.e. 1st August to 31st July shall be made strictly in order of seniority contained in the seniority list thus prepared*

In this regard, interested employees of the University for allotment of staff quarters are requested to send their duly filled application in prescribed form along with the Undertaking and forwarded through Personnel Branch, in the office of Assistant Registrar (Estate) by 31st July 2013.

Application form may be obtained from the Estate & Security Branch, Room No. L023 & L024 or may be downloaded from the University Website.

The details of applications received till date in the Estate branch is enclosed herewith for reference. The applicant may provide revised undertaking and information which is incomplete may also be sent in the office of Assistant Registrar (Estate) by 31st July 2013.

(Dr. Vijay Kumar)
Assistant Registrar (Estate)

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, USICT, 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.
9. In- charge - Academic, Affiliation, Coordination, Gen. Admn, Personnel, Planning (RTI & Legal), Purchase, Store
10. Superintending Engineer, UWD
11. Guard File

(Dr. Vijay Kumar)
Assistant Registrar (Estate)