



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16C, Dwarka, New Delhi-110 075

[General Administration Branch]

F.No.GGSIPU/JR(GA)/2012/1974

Dated: 5<sup>th</sup> January 2012

## Circular

### Sub: Issue/Return of Heat Converter and moving of Furniture Items

Some areas in the Dwarka Campus of the University are centrally air-conditioned where temperature is being maintained at an appropriate level. All faculty members, officers and staff of the University seated in such centrally air-conditioned areas are requested to kindly return the heat converters / heaters to the Central Store immediately. These are required to be issued to such faculty, officers and staff who occupy the space which is not centrally air-conditioned. Kindly ensure that this is done at the earliest or latest by 12<sup>th</sup> January 2012.

All such faculty members and staff who are seated in non-centrally air-conditioned areas may get the heat converters/heaters issued from the Central Store.

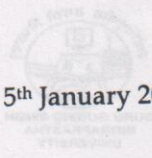
All staff in the University are further requested not to move any desk, chairs or any furniture items from one room/class rooms to the other. This creates functional discomfort to all. In case such shifting requirement occurs, G.A. Branch may be asked to do the needful giving justification for the same.

(A.K. Verma)  
Joint Registrar (GA)

Copy to: -

1. Dean USBT
2. Dean USIT
3. Dean USLLS
4. Dean USMS
5. Dean USBAS
6. Dean USAP
7. Dean USEM
8. Dean USHSS
9. Dean USCT
10. Dean USE
11. Dean USMC
12. Director Research & Consultancy
13. Director Centre for Disaster Management Studies
14. Director Legal Aid Cell
15. Director Organization & Development
16. Director Academic Affairs
17. Director Project Monitoring Cell
18. Director International Affairs

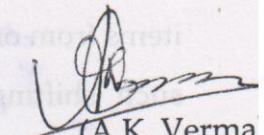
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Dated: 5<sup>th</sup> January 2012

F.No.GGSIPU/JR(GA)/2012/

19. Director Co-ordination
20. Director Students Welfare
21. Controller of Finance
22. Controller of Examination
23. Librarian
24. Chief Engineer/SE(UWD)
25. JR (General Admin.)
26. JR (Affiliation)
27. JR (Academic)
28. JR (Planning)
29. DR(Stores)
30. Incharge (Pers.)
31. Chairman UCITIM (with request to upload the same on University website)
32. PRO
33. Chief Warden
34. Warden Boys Hostel
35. Warden Girls Hostel
36. PS to VC (for information)
37. PS to Registrar (for information)
38. Office Copy
39. Guard file
40. (All above -with request to kindly take necessary initiatives to get this notice circulated/information disbursed to the all staff under their charge).

  
 (A.K. Verma)  
 Joint Registrar (GA)

  
 (A.K. Verma)  
 Joint Registrar (GA)

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  7. Dean USAM
  8. Dean USHS
  9. Dean USCT
  10. Dean USE
  11. Dean USMC
  12. Director Research & Consultancy
  13. Director/Center for Disaster Management Studies
  14. Director/Legal Aid Cell
  15. Director Organization & Development
  16. Director Academic Affairs
  17. Director Project Monitoring Cell
  18. Director International Affairs