



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16C, Dwarka, New Delhi-110 075
[General Administration Branch]

F.No.GGSIPU/JR(GA)/2012/2551

Dated: 30th March 2012

Reminder - Circular

Sub: Plastic Chairs Return

This is in continuation with circular on the above subject dated 16.01.2012, 400 Plastic Chairs were purchased by the University to meet the various emergent needs. These plastic chairs are been used by various Deans and faculty members etc. as per their requirement and choice.

Now that desks and flap chairs have been provided for the classrooms and tutorial rooms, all concerned are hereby requested to kindly release the plastic chairs now as per the directions of the Hon'ble Vice-Chancellor most urgently so that the same could be used by the University during various functions/lectures and counselings. etc. **EXPEDITIOUS ACTION IS SOLICITED BY ALL CONCERNED.** **Contact Sh. Keshav Prasad Sen, Supervisor, GA branch on mobile no. - 9654339357, for any assistance.**

(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
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. DR (Staff Development Cell)
29. DR (Planning)
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. AR (Stores)
37. AR (Purchase)
38. PS to VC (for information)
39. PC to Registrar (for information)
40. Office Copy
41. Guard file
42. (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)