

Guru Gobind Singh Indraprastha University Sec-16 C, Dwarka, New Delhi-110078

(General Administration Branch)

F. GGSIPU/JR(GA)/2012/ 809

Dated: 08/03/2016

CIRCULAR

The complaint form for Air Conditioners, Refrigerators, Photocopier Machines and Furniture Items has been revised. Therefore, all departments/schools are hereby requested to provide their complaints, if any, on the revised complaint form from now onwards and submit the same to General Administration Branch (Room No. 36, Admin. Block) for redressal of complaints.

A copy of revised complaint form is enclosed herewith.

(Dr. Pankaj Agrawal) Deputy Registrar (GA)

Copy forwarded to following for information & necessary action:

- Dean USBT 1.
- Dean USICT 2.
- Dean, USET 3.
- 4. Dean USLLS
- Dean USMS 5.
- Dean USBAS 6.
- 7. Dean USAP
- Dean USEM 8.
- Dean USHSS
- Dean USCT 10.
- Dean USE 11.
- 12. Dean USMC
- 13. Dean, USMPHS
- 14. Director, Research & Consultancy
- Director, Centre for Disaster Management Studies 15.
- Director, Legal Aid Cell 16.
- Director, Development 17.
- 18. Director, Academic Affairs
- Director, Project Monitoring Cell 19.
- Director, International Affairs
- Director, Students Welfare
- Director, CEPS 22.
- Controller of Finance 23.
- 24. Controller of Examination
- Librarian
- Chief Warden
- Chairperson (Staff Development Cell)
- In-charge (Affiliation)
- In-charge, UITS Cell (with a request to upload the same on University website)
- JR (Personnel)
- JR (Academic, Admission/Co-ordination)
- JR (Co-ordination) 32.
- JR (Estate & Security) 33
- JR (Planning) 34.
- DR (PR)
- DR (Purchase)
- DR(Store) 37.
- EE(UWD)
- Warden Boys Hostel (Shivalik)
- Warden Boys Hostel (Aravali)
- Warden Girls Hostel (Satpura) 41.
- Warden Girls Hostel (Nilgiri) 42.
- Medical Officer, Health Centre 43.
- AR to VC (for information of Hon'ble VC)
- SO to PVC (for information of PVC)
- AR to Registrar (for information of the Registrar) 46.
- Office Copy 47.
- Guard file



1. Name of Complainant

Guru Gobind Singh Indraprastha University Sec-16 C, Dwarka, New Delhi-110078 (General Administration Branch)

COMPLAINT FORM

	,	
2. Mobile No. & Land Line No. :		,25302
3. Room No. :		
4. Department/School :		
5. Complaint Type (Please Tick) : Air	Conditioner/Refriger	rators/Photocopier/Furniture
6. Detail of Complaint :		-
9		
Note: If the item is under warranty/guarantee, please provide Purchase Order, Invoice, Installation Report alongwith warranty/guarantee detail.		
Date: / /		(Signature of Heav)
	of Head of Deptt./Inc	(Signature of User)
JR/DR/In-charge (GA) Sign.	REPORT	
JR/DR/In-charge (GA) Sign.	REPORT	charge
JR/DR/In-charge (GA) CALL Date of Call Received Engg. Name &	Date of Call Attended Engg. Sign. With	Charge Date of Call Closed:
JR/DR/In-charge (GA) Sign. CALL Date of Call Received	REPORT Date of Call Attended	Charge Date of Call Closed:
Date of Call Received Engg. Name & Company Detail of	Date of Call Attended Engg. Sign. With date Equipment Details	Charge Date of Call Closed:
Date of Call Received Engg. Name & Company Detail of Complaint/Problem User Name &	Date of Call Attended Engg. Sign. With date Equipment Details (S. No./Type) User Satisfied (Please tick)	Charge Date of Call Closed: