



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
KASHMERE GATE, DELHI-110 403
(General Administration Branch)

F.No.GGSIPU/JR(GA)/2010-11/3569

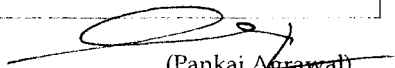
CIRCULAR

15th November 2010

The General Administration Branch has been splitted in Dwarka as well as Kashmere Gate Campus to look after the work assigned to GA Branch. The officials deployed in the Kashmere Gate Campus has been assigned with the following duties:-

S.No.	Name & Designation of Official	Work Assigned
1.	Mr. Dhananjay Pandey Technical Assistant	a. Transportation and Vehicle Arrangement Services with Repair & Maintenance b. Sanitation, General up-keep c. Security d. Estate Matters e. Horticulture f. Issue of Parking Stickers to Staff & Students g. Maintenance of record files h. Attendance record of all staff members for above works
2.	Mr. K.K. Gulia Store-Keeper	a. Store Items (non-consumable) issues/receipts, Repair, Maintenance and Installation of Furniture and Marking & labeling of items with proper Inventory Control
3.	Mr. L.S. Parmar Store-Keeper	a. Store and Stationary Items (consumables), Procurement and Inventory Control, Sports items, Issue of livery for Class IV employees and drivers issues/receipts etc
4.	Mr. Rakesh Kumar D.E.O.	a. AMC of Water-Cooler, Aqua-Guard, AC, RO, Fax & Photocopy Machine, Refrigerator etc. b. Repair of Electrical items like Hot-case, Electric Kettle, Heating Convecter, Room Heater, Lamp etc. c. Fish-Aquarium d. Fire Extinguisher e. Installation of White Board, Pin-up Board & Green Board f. PA System g. Inventory Management of all AMC items h. Maintenance of record files
5.	Mr. Bhupinder Yadav Jr. Assistant	a. Hospitality and Canteen Arrangement b. Booking for Accommodation (Guest House etc.) c. Tentage Arrangement d. Kiosks e. Activities related to various functions f. Maintenance of record files
6.	Mr. Sachin Rathi Jr. D.E.O.	a. Purchases of consumable and non-consumable items, Office Furniture, Lab Equipments, Maintenance of advances etc. b. Maintenance of record files
7.	Mr. Raju Shah Jr. Assistant	a. Washing & Dry-cleaning b. Medicines procurement c. Preparation of Nameplates, Stamps, Sign Boards & Identity Cards of Employees d. Langoor Services e. Despatch of Dak f. Procurement & Inventory of Postal Stamp g. Speed Post
8.	Mr. Nand Kishore Epbex Operator	a. Telecommunication Services b. Allotment of new Telephone Connection c. Repair and Maintenance of Telephone Instrument d. Processing of Telephone Bills

All the stated officials will also entrusted with other duties as per requirements.


(Pankaj Agrawal)
ADR(GA)

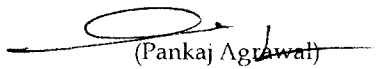
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Copy to:

1. All Deans/Deptts.
2. OSD to Vice-Chancellor
3. PS to Registrar

4. Lab Incharge with a request to upload on the University Website.


(Pankaj Agrawal)
ADR(GA)