



UNIVERSITY WORKS DIVISION  
GROUND FLOOR, LIBRARY BLOCK  
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
SECTOR 16-C, DWARKA, NEW DELHI -110 075

Tel: 011- 25302291, 25302293, Fax no. 25302290 website: ipu.ac.in

Dated: 07/06/2011 1032

**Circular**

In order to prevent the theft, pilferage and maintain accountability, it is requested to all officers, faculty members, staff and users that no fittings, what so ever, such as tube fitting, fan, door, window, handles, lock etc. be allowed to be removed by anyone from your room/Lab/classroom or common areas.

In case, the worker wants to remove any fitting for repair, information of same may be provided to undersigned at phone no. 291 or following before its removal:-

All Electrical Fittings	Ph. No.	All Civil Fittings	Ph. No.
1) Sh. A K Verma, Con(E)	292	1) Sh. Hari Om Gupta, AE	293
2) Sh. Deepesh Bhati	295	2) Sh. Prashant Gaur	294

This may be circulated to all please.

(Ajay Gupta)  
Executive Engineer

**Copy to:**

1. PS to Hon'ble Vice Chancellor
2. Registrar
3. COF
4. COE
5. Dean, University School of Bio-Technology
6. Dean, University School of Information Technology
7. Dean, University School of Law & Legal Studies
8. Dean, University School of Management Studies
9. Dean, University School of Basic & Applied Sciences
10. Dean, University School of Environment Management
11. Dean, University School of Humanities & Social Sciences
12. Dean, University School of Education & Language Lab
13. Dean, University School of Chemical Technology
14. Director, Organization & Development
15. Director, Research & Consultancy
16. Director, Centre Disaster Management Studies
17. Director, Project Monitoring Cell
18. Director, International Affairs
19. Director, Coordination
20. Director, Student Welfare
21. Librarian
22. Jt. Registrar (Affiliation)
23. Jt. Registrar (Planning)
24. Jt. Registrar (Academic)
25. Incharge, (Personnel)
26. Jt. Registrar (GA)
27. Chairman, UCITIM
28. Public Relation Officers office
29. Incharge, Server Room- To upload this circular on University Website
30. Dispensary
31. Guard file

(Ajay Gupta)  
Executive Engineer