



Guru Gobind Singh Indraprastha University
Kashmere Gate, Delhi-110403
General Administration (Branch)

F: GGSIPU/JR(GA)/2010/ 3539


Dated: 11.11.2010

CIRCULAR

General Administration Branch is looking after the repair & maintenance of photocopier and Fax machine installed in the offices & University Schools of Studies.

All Departments and Schools are requested to inform their inventory of **Fax machine and Photocopier machine** whether they are functional or nonfunctional (serviceable or unserviceable) in prescribed format given below:-

Sl. No.	Departments/ Schools	Name of Machine	Company / Make	Model No./ Date of Purchase	Details if any



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

Copy to:-

01. Dean, University School of Bio-Technology
02. Dean, University School of Information Technology
03. Dean, University School of Law & Legal Studies
04. Dean, University School of Management Studies
05. Dean, University School of Basic & Applied Sciences
06. Dean, University School of Architecture Planning
07. Dean, University School of Environment Management
08. Dean, University School of Humanities & Social Sciences
09. Dean, University School of Education & Language Lab
10. Dean, University School of Chemical Technology
11. Dean, University School of Centre Media Studies
12. Controller of Finance
13. Controller of Examination
14. Director, Organization & Development

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15. Director, Research & Consultancy
16. Director, Centre Disaster Management Studies
17. Director, Legal Aid Cell
18. Director, Academic Affairs
19. Director, Project Monitoring Cell
20. Director, International Affairs
21. Director, Coordination
22. Librarian
23. Principal (IGIT)
24. Superintending Engineer, UWD
25. Jt. Registrar (Affiliation)
26. Jt. Registrar (Planning)
27. Jt. Registrar (Academic)
28. Consultant (Personnel)
29. Public Relation officers office
30. ✓ Incharge, Server Room- To upload this circular on University Website
31. Dispensary
32. Warden, Boys Hostel
33. Warden, Girls Hostel
34. PS to Hon'ble Vice Chancellor
35. PS to Registrar


(Pankaj Agrawal)
A.D.R. (GA)