



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

F: GGSIPU/JR(GA)/2010/

Dated: 13.10.2010

**CIRCULAR**

The complaints regarding Air Conditioners, Refrigerators, Water Cooler, Xerox machine, Fax machine, LCD, OHP, Sanitation and Horticulture may be entered in the Complaint Register kept at General Administration Branch in room no.109, Administrative Block.

The complaint form (enclosed) can also be filled by the complainant for redressal of complaint.

The complaint form is also available in the University website.

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



**General Administration Branch**  
Room No.109, Administrative Block  
**GGs Indraprastha University**  
Kashmere Gate, Delhi-110403, Ph: 23900137, 23900138

**Complaint Form**

1. Name of User : \_\_\_\_\_
2. Complete User Address  
With Phone & Mobile No. : \_\_\_\_\_
3. Air Conditioner/Refrigeration/  
Water Cooler/ Xerox/ Fax/  
LCD/ OHP Details  
(Model Sr. No. & Type / Make) : \_\_\_\_\_
4. Problem (Details of Complaint) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:**

**(Signature of User)**

**Sign. of Head of Deptt./ Incharge**

**Note:-**

1. Requirement of new items and peripherals may please be requested to Registrar.

For General Administration Office Only:-

**CALL REPORT**

Date of Call Closed: \_\_\_\_\_

Problem Details		Equipment Details (S.No./Type)	
Date of Call Received		Date of Call Attended	
Engg. Name & Company		Engg. Sign. with date	
User Name & Deptt.		User Satisfied ? (Yes/No)	Yes / No
It is certified that the Service/ Repair work has done satisfactorily now the above said item is in working condition		Call Status (Closed/ Open)	Closed / Open
User Sign. & Date			

**Asstt. Sign.:** \_\_\_\_\_

**Incharge Sign.:** \_\_\_\_\_