



Guru Gobind Singh Indraprastha University
Dwarka, Delhi-110075
General Administration (Branch)

F: GGSIPU/JR(GA)/2011/155

Dated: 20.04.2011

CIRCULAR

Sub: Items abandon and left at Kashmere Gate Campus

Reference to the above subject it has been observed that some Schools & Departments have left some items etc at Kashmere Gate Campus. The respective shifting Committees for each Schools / Departments are requested to kindly submit a list of such items left alongwith the justification for the same to General Administration Department on or before 28.04.11. It is also urged that the same may be returned to Central Store / UCITIM so that these items do not form and inventory against the respective Schools / Departments.

(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

Cont. to page 2

F: GGSIPU/JR(GA)/2011/

Dated: 20.04.2011

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. Director, Student Welfare
23. Librarian
24. Principal (IGIT)
25. Superintending Engineer, UWD
26. Jt. Registrar (Affiliation)
27. Jt. Registrar (Planning)
28. Jt. Registrar (Academic)
29. Incharge, (Personnel)
30. Chairman, UCITIM
31. Public Relation officers office
32. Incharge, Server Room- To upload this circular on University Website
33. Dispensary
34. Chief Warden
35. Warden, Boys Hostel
36. Warden, Girls Hostel
37. PS to Hon'ble Vice Chancellor
38. PS to Registrar
39. Office Copy
40. Guard file

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