



Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110075 Website: <http://ipu.ac.in>

GGSIU/GA/Misc. /2015-2016/ 452

Dated: 13/07/11

General Administration Branch

Office Order

It is informed to all concerned that the following time schedule will be maintained by the Gen. Admin. Branch in disposing /completing of the following proposals received in the General Administration Branch:

1.	Files /proposal received for comments/ examination / process	Maximum 07 working days excluding date of its receipt
2.	Process of Bills	Maximum 05 working days excluding date of its receipt
3.	Issue of Sanction Order after approval / concurrence	Maximum 01 working days excluding date of its receipt
4.	Booking of Seminar Halls, Community Centre, vehicles	Same day (As per approved guidelines)
5.	Attending Telephone complaints	Same day
6.	Attending Sanitation complaints	Same day
5.	Attending the complaint of Air- conditioners, Refrigerator, Water Cooler, Photocopier Machine repairs.	02-03 days
6.	Ambulance Service (24X7)	Within 05-10 minutes (Subject to availability)
7.	Attending the complaint of Furniture repair	03-05 days

Though all out efforts would be made to adhere to the above mentioned time limit but in case any delay is noticed, it may be brought to the notice of undersigned.


(Dr. Pankaj Agrawal)
Deputy Registrar (GA)

Copy for information and necessary action to:

1. All Deans / Directors
2. Controller of Finance
3. Controller of Examinations
4. Librarian
5. Executive Engineer, UWD
6. All HODs / Branch In-charge
7. AR to Vice Chancellor- for kind information of the Hon'ble Vice Chancellor
8. PS to Pro Vice Chancellor
9. AR to Registrar
10. Official concerned
11. Guard File


(Devendra Singh)
Section Officer (GA)