



# Guru Gobind Singh Indraprastha University

Dwarka Campus, Sec-16/C, Dwarka, New Delhi-75

(General Administration Branch)

GGSIU/JR (GA)/Canteen/2010-11/353

Dated: 09-05-2011

## CIRCULAR

The booking of Seminar Hall in Admn. Block, 1<sup>st</sup> Floor, B Wing, for University/USS functions is done by GA branch on a prescribed form.

A revised booking requisition form for booking of Seminar Hall of the University for Dwarka Campus is enclosed for use. The same can also be downloaded from the University website.

This issues with the approval of the competent authority.

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

Copy to:-

1. Dean USBT
2. Dean USIT
3. Dean USLLS
4. Dean USMS
5. Dean USBAS
6. Dean USAP
7. Dean USEM
8. Dean USHSS
9. Dean USCT
10. Dean USE
11. Dean USMC
12. Director Research & Consultancy
13. Director Centre for Disaster Management Studies
14. Director Legal Aid Cell
15. Director Organisation & Development
16. Director Academic Affairs
17. Director Project Monitoring Cell
18. Director International Affairs
19. Director Students Welfare
20. Principal IGIT
21. Controller of Finance
22. Controller of Examination
23. Librarian
24. Chief Engineer
25. JR (General Admin.)
26. JR (Affiliation)
27. JR (Academic)
28. JR (Co-ordination)
29. DR (Store)
30. DR (Planning)
31. DR (Pers.)
32. ADR (Purchase)
33. AR (IGIT)
34. Chairman UCITIM (with request to upload the same on University website)
35. PRO
36. Warden Boys Hostel
37. Warden Girls Hostel
38. Dispensary
39. PS to Hon'ble VC
40. PS to the Registrar
41. Guard file
42. Office Copy

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



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

DWARKA CAMPUS, SEC.-16-C, DWARKA, NEW DELHI-110075 TELE. NO. 011-25303139,138

## Booking for Seminar Hall for USS functions

### Instructions for User:

1. The booking of the venue will be provisional, in case of University centrally organized functions, the booking will stand cancelled.
2. No eatables are allowed inside the Venue unless the specific permission from C.A. for such arrangement is taken and Provisional arrangements are made for it.
3. No smoking is allowed inside and around the Venues.
4. The Indenting officer or the representative need to ensure the safety and proper use of the furniture/fixtures/PA system etc.
5. Decoration is not allowed on wooden paneling inside the venues.
6. The indenting officer will be required to ensure that once the function is over, the venue is checked and locked in coordination with the Caretaker/Security services.
7. No DJ's and Private Music Arrangements are allowed inside the University Campus.
8. \*If the programmes/functions are organized by the USS Students this form should be sent through the Director, Students Welfare.
9. Indenter may please confirm the booking of venue and the approval of Registrar before the date of event.
10. After handing over the venue with furniture/fixture/PA system no manpower will be provided by the General Admin.
11. The indenter is requested to cancel the booking atleast one working day before in writing & telephonically on the same date.
12. Apply atleast **one week prior to the** programme for booking of venue. in the form below:-

<b>Details of Programme</b>		
<b>Name of School/Department</b>		
<b>Name &amp; Designation of Indenting Officer (not below Asstt. Prof./Asstt. Reg.)</b>		
<b>Purpose (Give Details)</b>		
<b>Details of Venue Required</b>	<b>Date</b>	<b>Time</b>
		<b>From (am/pm)                      To (am/pm)</b>
Seminar Hall (5 + 55)		

\_\_\_\_\_  
**Sign. of HOD/Dean USS  
with date**

\_\_\_\_\_  
**\*Sign. of Director Students Welfare  
with date**

\_\_\_\_\_  
**Sign. of Indenting Officer  
with date**

**Office Note:** i. The Venue, as required above, is available on ..... : may kindly consider to book the same.  
OR  
ii. The Venue, as required above, is NOT available on .....  
(Return the Proforma to Indenter if (ii) is applicable)

**Caretaker (GA)**

**Joint Registrar (GA)**

**THE REGISTRAR**  
Approved/Allowed