



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, DWARKA, NEW DELHI-110078

No.F.1(6)(13)/2017/Pers.-II/ 5244

Dated the 04th September, 2017

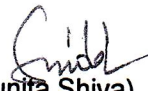
CIRCULAR

Subject : Updation of service records.

It has been observed that some of the employees of the University have not updated their service records or have submitted incomplete forms, e.g., Form of PF Nominations, Nomination for retirement/ death gratuity/ home town/ Family Declaration Form/ Forms for Medical Card/ latest photographs for service book etc.

All the concerned employees of the University are, therefore, requested to update their Provident Fund Nomination Form and other service records at the earliest.

This issues with the approval of the Competent Authority.


(Sunita Shiva)

Joint Registrar (Pers.)

No.F.1(6)(13)/2017/Pers.-II/

Dated the 04th September, 2017

Copy forwarded to the following for kind information and necessary action :

1. All Deans, USS, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examinations, GGS Indraprastha University.
4. All Directors/ Proctor, GGS Indraprastha University.
5. Library-Incharge, GGS Indraprastha University.
6. Chief Warden, GGS Indraprastha University.
7. All Joint Registrars/Dy. Registrars/ Assistant Registrars/ Finance Officers/ Executive Engineer/ PRO/ Medical Officer/ Branch Heads, GGS Indraprastha University.
8. Asstt. Registrar, Vice Chancellor's Secretariat, GGS Indraprastha University.
9. S.O., O/o the Pro- Vice Chancellor, GGS Indraprastha University.
10. Asstt. Registrar O/o the Registrar for kind information of the Registrar, GGS Indraprastha University.
11. Head, UITS Cell for uploading the Circular on the University's website.
12. Notice Board.
13. Guard file.


(Ajay Kumar)
Assistant Registrar (Pers.)