



GURU GOBIND SINGH INDRPRASTHA UNIVERSITY
Sec. 16-C, Dwarka, New Delhi

F.No.: 1 (1) (40)/2012/Estt./P-I

Dated the ^{29/3/18} Mar., 2018

Notification

In pursuance of the approval of the Competent Authority, the following Guidelines are hereby notified for information and appropriate action by all concerned :-

- (i) As far as possible, no inventory items should be issued/registered in the name of the contract faculty/other administrative staff in the University such as Computers, Laptops and Printers and other costly lab equipments, furniture items and other non-consumable store items, etc.
- (ii) In case, if any inventory is issued to contractual faculty/staff, the concerned Dean/Director/HOD should be responsible for receipt and issue of all the inventory items to the contract faculty/staff of the concerned school/branch. The mechanism shall be devised by Dean/Director/HOD for receipt and issue of the same.
- (iii) In case(s) where the contract faculty members were sanctioned the grant for their research by any outside agency such as DBT, DST, CSIR, UGC, AICTE etc., as Principal Investigator (P-I), the concerned school / department should nominate Co-Principal Investigator in such cases for the purpose of purchase of inventory/lab equipments from out of the concerned research grant.
- (iv) Dean/Director/HOD/PI of concerned USS/Department should arrange taking over of the charge from the concerned contract faculty/staff on expiry of his/her contract period in the University.
- (v) In case of default by the contractual faculty/staff, administrative/legal proceeding should be initiated against contractual faculty/staff.

All the concerned are requested to adhere to the above Guidelines for strict compliance.

This issues with the approval of the Competent Authority.

(Sunita Shiva)

Jt. Registrar (Personnel)

Dated the ^{29/3/18} Mar., 2018

F.No.: 1 (1) (40)/2012/Estt./P-I /9524

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

1. All Deans, GGSIP University.
2. All Directors, GGSIP University.
3. Controller of Finance, GGSIP University.
4. Controller of Examination, GGSIP University.
5. Proctor, GGSIP University.
6. Chief Warden, GGSIP University.
7. In-charge (Admissions), GGSIP University.
8. Incharge-Librarian, GGSIP University.
9. SE/EE, UWD, GGSIP University.
10. All Joint Registrars/Dy. Registrars, GGS Indraprastha University.
11. All Branch Heads, GGS Indraprastha University.
12. Head UITS, with the request to upload on the University website.
13. A.R. to V.C. Secretariat, GGSIP University.
14. S.O. to Pro-Vice Chancellor, GGSIP University.
15. A.R. to Registrar, GGSIP University.
16. Guard File.

(Pushpendra Kumar)

Asstt. Registrar (Personnel-I)