



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

OFFICE OF THE REGISTRAR

No.GGSIPU/Registrar/Misc./2017/ 98-7
Dated: 24-11-17

The Registrar Branch is in the receipt of a large number of emails for various official purposes. As taking of printout and communicating to the respondent branch / department take time and loss of papers. Worthy Registrar has directed to forward the emails directly to the concerned department / official for further necessary action at their end.

In view of above, all are requested to kindly provide their official email addresses to the Registrar's Office by 29.11.2017 so that necessary forwarding and addressing of various official works may be done on priority basis. It is also requested that please keep updated yourself from the email received from the Registrar's Office for immediate action at your end.

This issues with the approval of the Registrar.


(ROOP SINGH)
Assistant Registrar

Copy to:

1. All Deans / Directors
2. Proctor
3. Chief Warden
4. COE
5. COF
6. Incharge Library
7. JR (Planning)
8. JR (University Information System)
9. JR (Academics)
10. JR (Pers.) / Coordination
11. JR (Public Relation)
12. DR (Purchase)
13. DR (Stores) / GA / Estate
14. DR (Legal)
15. EE (UWD)
16. Head, UITS – also requested to upload the same on the University Website.
17. AR (Security) / PIO
18. AR to VC
19. SO to Pro-VC
20. Guard file