



GURU GOBIND SINGH  
INDRAPRASTHA  
UNIVERSITY

UNIVERSITY WORKS DIVISION  
GROUND FLOOR, LIBRARY BLOCK  
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
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## Circular

### **Sub:- Preventive Maintenance of Fans and electrical Fittings**

The annual checking of fans and fittings have been completed in class rooms/toilets of Academic block now same is to be carried out for faculty room and labs. All are requested to allow the checking of fans for greasing, tightening of nut bolts, checking of quarter pin etc. It has been planned to take up this work from 1<sup>st</sup> October onwards and accordingly cooperation is solicited from all the users.

A dedicated team has been made in this regard. For any query or assistance you may contact Sh. Deepesh Bhatti (Ph. 9013098790) or undersigned.

(Ajay Gupta)  
Executive Engineer, UWD

Copy for information to:-

1. AR, VC Sectt., GGSIPU - for kind information of Hon'ble Vice Chancellor
2. SO to Pro VC- for kind information of Pro VC.
3. Registrar, GGSIPU
4. All Deans (USBT, USMC, USEM, USBAS, USMPS, USCT, USHSS, USE, USET, USLLS, USMS, USICT)
5. All Directors (Development, CDMS, Academic affairs, International Affairs, DSW, DRC, CEPS)
6. Proctor
7. Librarian
8. All HOD's (Academic, Affiliation, Personnel, GA, Coordination, Planning, Legal, Purchase, store, PRO, Accounts, Examination, UWD, UITS, SDC, CCGPC)
9. Jt. Registrar (E&S)
10. Sh. Deepesh Bhatti, JE (E-I)/UWD - To follow up and ensure preventive maintenance activities.
11. In-charge Web Server – To upload on website

(Ajay Gupta)  
Executive Engineer, UWD