



**Guru Gobind Singh Indraprastha University**  
**Office of Joint Registrar, (Estate & Security Branch)**  
**Sector - 16 C, Dwarka, New Delhi - 110078**

F. No. GGSIPU/E&S/2016/565

07/10/2016

## **CIRCULAR**

**SUBJECT : LOCK AND KEY POLICY - REGARDING**

Kindly refer to Lock & Key Policy of the University signed by the Registrar vide file no. GGSIPU/E&S/2016/924 uploaded on University website on 30/09/2016.

As per instruction of the Registrar in above order, all Dean's/Director's/Branch Head's/Lab Incharges/Wardens, Faculty members and all those who are in custody of some University area are hereby requested to kindly get the additional keys made (through GA Branch) for themselves, so that the Lock & Key Policy is fully implemented in consonance with the order under reference.

  
(A.K Verma)  
Joint Registrar (E&S)

Copy to :

1. All Deans - also to kindly inform all faculty members
2. All Directors/Branch Incharge/Lab. Incharge
3. Chief Warden

Copy for information :

1. A.R to V.C
2. A.R to Registrar
3. S.O to PVC
4. Incharge UITTS, with a request to upload on University Website.