



GURU GOBIND SINGH  
INDRAPRASTHA  
UNIVERSITY

UNIVERSITY WORKS DIVISION  
GROUND FLOOR, LIBRARY BLOCK  
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
SECTOR 16-C, DWARKA, NEW DELHI –110 078  
Tel: 011- 25302289, 25302291, Fax no. 25302290 website: ipu.ac.in

No.F:GGSIPU/UWD/2016/1218

Dated: 29/09/2016

## Circular

### **Sub:- Preventive Maintenance of Electrical Items**

The preventive maintenance of fans etc. provided in Hostel Rooms was carried out in the month of June, July and August. The preventive maintenance of electrical fittings including DBs, fans, exhaust fans is under way in resident quarters. In order to expedite the same the occupancies of residential quarters are requested to make the quarters available for preventive maintenance of electrical fittings so as to complete the same before 15<sup>th</sup> October 2016. Cooperation from all is solicited.

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

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**(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. Jt. Registrar (E&S)
5. Residents of Type IV, V
6. Residents of Type I, II, III
7. Sh. Deepesh Bhatti, JE (E-I)/UWD - To follow up and ensure preventive maintenance activities.
8. In-charge Web Server – To upload on website

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**(Ajay Gupta)**

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*No.F:GGSIPU/UWD/2016/1220  
Dated: 29/09/2016*

## **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.

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**(Ajay Gupta)**  
**Executive Engineer, UWD**

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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.
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