



GURU GOBIND SINGH  
INDRAPRASTHA  
UNIVERSITY

# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

OFFICE OF JOINT REGISTRAR, ESTATE & SECURITY

SECTOR 16-C, DWARKA, NEW DELHI - 110 078

011-25302245, 011-23502247

GGSIU/E&S/2017/795-L

Dated: 27/02/2017

## OFFICE ORDER

**SUBJECT : REGARDING ARRANGEMENTS FOR 12<sup>th</sup> CONVOCATION TO BE HELD ON 10/03/2017.**

May kindly refer office order no. GGSIPU/12<sup>th</sup> Convocation/2016-17/1072, dated :03/11/2016 meeting held in O/o Hon'ble Vice-Chancellor on 16/02/2017 and circular of the Registrar no. GGSIPU/GA/Convocation/2016/1291, dated : 17/02/2017 on the above subject. The work distribution among the members of the Committee No. I. is as under :

Name of the Committee Member	Items of Work allocated
Sh. Sunil Kumar, AR (Horticulture)	<ol style="list-style-type: none"><li>1. To ensure the cleaning of Grass, small shrubs from the ground of GGSIPU</li><li>2. Proper maintenance of flower beds around the convocation venue and outside the University Gate(s).</li><li>3. Arrangements and placement of Flower Pots for periphery.</li></ol>
Dr. Vijay Kumar, AR (Planning)	<ol style="list-style-type: none"><li>1. Control of Parking arrangements for VVIP, VIP &amp; Staff in close coordination with Committee code no 7 under Dr. Nitin Malik, JR (Academics)</li><li>2. Making security arrangement- 20 Nos. of extra Security Guards (10 in ceremonial dress) on the day of the convocation.</li><li>3. To ensure that parameters related to security requirements is observed properly.</li><li>4. To ensure the Intimation &amp; follow-up with the following local authorities for the arrangements:<ol style="list-style-type: none"><li>a. Delhi Police</li><li>b. Delhi Traffic Police</li><li>c. Delhi Fire Service</li></ol></li><li>5. To arrange the pre-liaison security meeting adequately prior to Convocation with the departments mentioned at S. No. 4 &amp; CID.</li></ol>
Sh. Rajesh Sharma, AR (USMS)	<ol style="list-style-type: none"><li>1. To ensure the Intimation &amp; follow-up with the following local authorities for the arrangements:<ol style="list-style-type: none"><li>a. South Delhi Municipal Corporation for cleaning outside area.</li><li>b. Delhi Jal Board for water tanker</li><li>c. Ambulance from CATS</li><li>d. Local Hospital for Doctors</li><li>e. SDMC/Delhi Govt./DDA for the clearance of service roads.</li></ol></li></ol>
Smt. Veena Upadhyya. AAO	Will facilitate smooth processing of financial requirements to be made for the committee's various activities.

All members are requested to immediately initiate allocated items of works, in consonance with the above.

(A.K Verma)  
Joint Registrar

Copy to :

1. All members of the Committee
2. AR to VC for information
3. SO to PVC for information
4. AR to Registrar for information
5. Sh. Pupinder Singh, Assistant, Estate & Security
- ✓ 6. Head UITS, with a request for uploading the Office Order on University website.