



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sec. 16-C, Dwarka, New Delhi-110078

F.1 (5)(1)/2012/Misc./13179


Dated: 01st February, 2021

Circular

Attention is invited to the Circular No. F.1(5)(1)/2012/Misc./12226 dated 23/12/2020 regarding additional manpower in your schools/Centres/Library/ any other branches to carry out work assessment of requirement of non-teaching staff.

The requisite information is still awaited from most of Schools of Studies/ Centres/ Library/ any other branches *etc.* It is therefore; all concerned are requested to work out the requirement of non- teaching manpower with full justification indicating load and send to this office, if not sent earlier. The above information in a proforma (enclosed) may be sent alongwith proposal for creation of required posts in a file.

This may be treated as the most urgent and must be submitted within one week positively.


(Rakesh Chandra Kesarwani)
DR/Consultant (Personnel)

Copy forwarded to the following for information & necessary action:

1. All Deans/ Directors , GGS Indraprastha University
2. Controller of Examinations, GGS Indraprastha University
3. Controller of Finance, GGS Indraprastha University
4. Chief Vigilance Officer/ Chief Warden/ Warden Boys & Girls/ Incharge Library
5. All Branch Heads/ JRs/ARs, GGS Indraprastha University
6. Asstt. Registrar, Vice Chancellor's Secretariat. GGS Indraprastha University
7. Asstt. Registrar, O/o the Registrar, GGS Indraprastha University
8. Head (UITS), GGS Indraprastha University
9. Guard file

Format for Work Study of Required Manpower

1. Name of Branch :

2. Details of work allocation :

3. Category of staff designation wise
and allocated work
(Regular/ Contract/Outsourcing) :

4. Sanctioned posts at present (Category wise) :

5. Filled in posts(Category wise) :
(Regular/ Contract/Outsourcing)

6. Proposed number of posts :
(Category wise) with full justification

7. Norm fixed by University/ UGC (if any) :

8. Suggestions for improvement & re-structuring :