



**OFFICE OF THE REGISTRAR  
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
SECTOR 16C, DWARKA, NEW DELHI**

No.GGSIPU/Registrar/Misc./2021/ 163

Dated: 16/11/21

**CIRCULAR**

For the betterment and smooth functioning of the University, the following points are required to be pursued by all officers/officials of the University:-

- COE is advised to ensure that the result of all the CETs should be declared in a time bound manner so that the admission procedure of the University would be completed. COE is also requested to ensure quick disposal of the student's grievances such as printing and providing the transcripts, marksheets and provisional certificates etc. to the students.
- Consultant (Admission Branch) is advised to ensure the timely preparation of Admission Brochure for the next academic session so as to University would complete the admission process well in advance.
- Joint Registrar (Affiliation) is advised to work proactively for affiliation process for next academic session so that University can finalize the programmes/courses seat intake and affiliate new colleges with new programmes / courses.
- Pending bills should be cleared in time and all the files related to the payment must be routed & examined by Finance and Accounts branch.
- It has come to the notice of the undersigned that some employees of the University are habitually late comers or absent or on leave without the prior permission of the Controlling Officers. Therefore, all employees of the University are advised to be remained present in the office during the office hours. Habitual late comers will be viewed as conduct unbecoming of an employee and disciplinary action may be initiated against such erring officers/officials. All branch heads are advised to make sure that no file should be kept pending with the concerned officer or official beyond stipulated time. All branch heads are also directed to send the leave record of employees at the level of Section Officers or above to the office of Vice Chancellor. Chief Vigilance Officer is advised to ensure that vigilance matter should be dispose of and take appropriate action as per CCS/CCA conduct rules 1965.
- Any idea / plan / suggestion for the improvement or better system of the university will be encouraged. This will help to enhance the overall glory of the University.

  
(S. S. Parihar) 16/11/21  
Registrar

**Copy to:**

1. All Deans / Directors, GGSIPU
2. Chief Warden, GGSIPU
3. Proctor, GGSIPU
4. Controller of Finance, GGSIPU
5. Controller of Examinations, GGSIPU
6. Library (In-Charge), GGSIPU
7. Consultant, UWD
8. All Joint Registrars / Dy. Registrars / Assistant Registrar / Branch Heads, GGSIPU
9. Head, UITS – with the request to upload the same on the website of the University.
10. AR to VC, GGSIPU – for kind information of the Vice Chancellor
11. Guard File