



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
SECTOR-16 C, DWARKA, NEW DELHI-110078



F.1(6)(16)/2022/Misc./Pers.-II/410

Dated the 20th April, 2023

ORDER

Attention of all the employees of the University is hereby drawn to the necessity of periodical updation of Service Record of each and every employee of the University to ensure the correct record of particulars of every employee with Family & Nomination Details etc. This will help in the timely release of Pensionary Benefits to the eligible employees and to avoid subsequent litigation on account of incorrect information in the Service Records of the employee.

All the employees are hereby requested to personally visit Personnel Branch for updation and certification of their particulars and up-gradation, if any. If any employee failed to submit or otherwise failed to turn up for the verification of the Service Record, it will be presumed that there is no change in his/her service particulars as referred above. This exercise will be from 1st to 15th May, 2023 between 2.00 pm to 4.30 pm.

This issues with the prior approval of the Competent Authority.


(SUNITA SHIVA)
REGISTRAR

F.1(6)(16)/2022/Misc./Pers.-II/410

Dated the 20th April, 2023

Copy forwarded to the following for information & necessary action:

1. All Deans/Directors, GGS Indraprastha University.
2. Controller of Examination-I & II, GGS Indraprastha University.
3. Controller of Finance, GGS Indraprastha University.
4. OSD to Vice Chancellor, GGS Indraprastha University.
5. All concerned Branch Heads, 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


(BHUPINDER SINGH)
DEPUTY REGISTRAR(PERS.-II)