



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

DWARKA, NEW DELHI-110078
ADVERTISEMENT REQUEST FORM

The following sections should be completed by requisitioning Dept./School. Please attach/ provide approved copy of advertisement in Hard Copy as well as softcopy to PRO on email: pro@ipu.ac.in

Details of Booking of Ads

Date of requisition:	Name & Designation:	
School/Deptt.:	e-mail ID:	Mobile No.
Advertisement Title:		
Type of Ad (<i>Print, Radio, TV, Social Media, others</i>):		
Date of publication/ Broadcast (Please specify timings and duration in case of Broadcasting):		
AD category: (Admission Notice, Exam Notice, Counseling Notice, Employment Notice, Tender Notice, Affiliation notice or others)		
Purpose of Advertisement:		
Whether approved copy of advertisement attached(Yes/No):		
Specifications of the Advertisement:	Publication in Sq. Cm. :	Broadcast in seconds :
Color/Black & White (<i>in case of Print Advertisement</i>):		
Specify section of News Paper (Supplement/Main):		
News papers approved for publication (Delhi NCR)/Other Editions:		
Specify approved TV Channel/ Radio/ Social Media		

Note: Please comply the guidelines mentioned overleaf for timely execution of advertisement/ broadcasting of advertisement. I/We have completed the above section prior to submitting for approval *carefully and certify that Ad booked/required for the official purpose only*

Signature of the Requisitioning Officer (Name, Date & Time)

Signature of Concerned HOD/Dean/Branch Head

Approval of Registrar

PR Deptt

(GUIDELINES FOR SUBMISSION OF REQUISITIONING FORM FOR ADVERTISEMENT)

- (1) The request for publishing of advertisement shall be duly filled by the requisitioning officer for booking of advertisement.
- (2) The booking requisition form shall be accompanied by advertisement title and matter (Hindi and English version) of advertisement duly approved by the competent authority well in advance i.e., 03 days prior to date of publication and if date of publication lies during Saturday or Sunday, the requisition form alongwith required document should reach PRO by Thursday (morning).
- (3) Requisition forms recived without seal and stamp of Dean/ Director/ Head of the Department shall not be entertained.
- (4) Size, design and name of publication/ newspaper as approved by the competent authority need to be mentioned specifically.
- (5) Final approved copy of advertisement to be published shall be provided to PRO on his official mail id i.e., pro@ipu.ac.in on the day of submission of requisition form.
- (6) The matter for giving the advertisement in TV channels and radio zingles shall also be got approved from Competent Authority and provided to PRO atleast 03 days prior to date of broadcast.
- (7) For each academic session, Admission and Examination Branch shall provide their schedule of advertisement 15 days before start of admission/ examination process.

Guru Gobind Singh Indraprastha University
Dwarka, Sector-16C, Delhi
(Public Relation Department)

F.No. IPU/PRO/01/News Ads/2021/1075

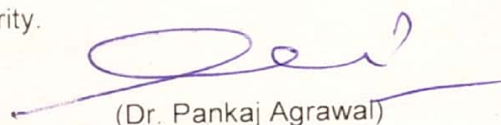
Dated : 06.09.2021

CIRCULAR

All Deans/ Heads/ Incharges of USS/ Departments are hereby informed that the Competent Authority has approved requisition proforma for publication/ broadcasting of advertisements/ articles in newspapers, radio jingles, TV Channels and social media etc. alongwith guidelines. Copy of the same is enclosed herewith.

All concerned are requested to submit their requisitions on prescribed proforma in due compliance with the specified guidelines for their future requirements.

This issues with prior approval of the competent authority.



(Dr. Pankaj Agrawal)

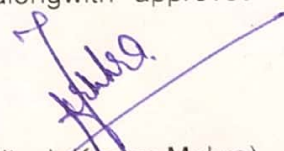
Dy. Registrar (Public Relations)

Dated : 06.09.2021

F.No. IPU/PRO/01/News Ads/2021/1075

Copy to:

- (i) All Deans/Heads/Incharges of USS/Departments, GGSIP University
- (ii) AR to Hon'ble Vice Chancellor for information of Vice Chancellor, GGSIP University
- (iii) AR to Registrar for information of Registrar, GGSIP University
- (iv) Incharge (UITS) with a request to upload above circular alongwith approved proforma on University's Website.
- (v) Guard File.



(Jitesh Kumar Mehra)

Asstt. Registrar (Public Relations)