



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in
[General Administration]



F.No. GGSIPU/DR(GA)/22-23/ 429

Dated: 20/03/2023

CIRCULAR

GA branch is in receipt of requests/demand from all the university departments/schools for providing university vehicle, drivers as reliever and sending of outside daks, on routine basis which was taking care by GA branch upto the possible extent.

Now, it is to bring in the kind notice of all the Dean/Directors/HODs of the university that presently GA branch is facing acute scarcity of university vehicle and driver for executing the following general pool activities, as taken care by GA branch earlier:

- To provide vehicles to officers/officials/visitors of the university on demand/ request.
- To deliver the urgent outside daks through messenger/special messenger.
- To depute these vehicles along with drivers as a reliever in place of absent driver(s) deputed in other departments/branches/offices of the university.
- To keep these vehicles ready all the time for "eleventh hour rush" or to meet out any exigency/emergency.
- To provide university vehicle of general pool for distribution of invitation for convocation/special convocation, agenda distribution for Academic Council/Finance Committee/Board of Management meeting and other events during the year.

Thus, all the Deans/Directors/HODs are requested not to send any requisition to GA branch for asking staff car, driver as reliever as well as sending any outside daks through messenger and manage these activities at their own level till further order.

This issues with the approval of the Competent Authority.

(Dr. Vijay Kumar)
Deputy Registrar (GA)

Copy for information to:-

1. AR to Hon'ble Vice Chancellor, Guru Gobind Singh IP University for information.
2. AR to Registrar, Guru Gobind Singh IP University for information.
3. All University departments/schools
4. UITS, for uploading the circular on university web site pl.
5. Office Copy

(Vijendra Singh)
Assistant Registrar (GA)