



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



No.F.1(6)(32)/2023/Pers.-II/1444

Dated the 24th May, 2023

C I R C U L A R

Please find enclosed herewith a copy of circular No. File No.01/07/DOV/Admn./2021/4908-4912 dated 24.04.2023 received from Assistant Director (Vig.), Directorate of Vigilance, Govt. of NCT of Delhi, which is self explanatory, for information and necessary compliance.

However, for the sake of convenience – the circular essentially prescribes that all Officer /officials invariably shall mention their name & designation / stamped in all the official notings henceforth.

These instruction were also circulated earlier by the University vide order No. F1(6)(7)/2023/Pers.-II/8612 dated 22.02.2023. However, the compliance level is not satisfactory. The Coppelent Authority has desired that all the instructions including this one shall be complied by all the concerned without fail and GA Branch wherever required will facilitate all the officers/officials in the compliance of these instructions.

This issues with the prior approval of Competent Authority.

24/5/2023

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

Encl: As above

No.F.1(6)(32)/2023/Pers.-II/1444

Dated the 24th May, 2023

Copy forwarded to the following for information & necessary action :

1. All Deans/Director/ Branch Heads, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examination – I & II, GGS Indraprastha University.
4. Library In-charge, GGS Indraprastha University.
5. All Branch In-charge, GGS Indraprastha University.
6. OSD to Hon'ble Vice-Chancellor, GGS Indraprastha University.
7. Asstt. Registrar, Vice Chancellor's Secretariat, GGS Indraprastha University.
8. Assistant Registrar to the Registrar, GGS Indraprastha University.
9. Directors/Principals, Affiliated Institutes of GGS Indraprastha University.
10. In-charge, UITS Cell for uploading the Order on the University's website.
11. Notice Board.
12. Guard file.

(NAVEEN KR. BHUDIRAJA)
ASSISTANT REGISTRAR (PERS.-II)

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
{DIRECTORATE OF VIGILANCE}

LEVEL-4: C- WING: DELHI SECRETARIAT: NEW DELHI-110002

(Phone No. 23392257/23392303 & Fax No. 23392354/23392353)

File No.01/07/DOV/Admn./2021/4908-4912 Dated: 24/4/2023

CIRCULAR

It has been observed that while processing the files, officers / officials only put their initials and do not mention their name & designation on the proposal/file. This has been viewed seriously by the Hon'ble Lt. Governor, Delhi, during a review meeting held on 05.04.2023. It has been desired that all the officers / officials should invariably mention their name & designation after signing the the proposal on file.

Accordingly, all the Additional Chief Secretaries / Pr. Secretaries / Secretaries / HODs, Govt. of NCT of Delhi are requested to ensure that all the officers / officials invariably mention their name & designation / stamped in all the official notings henceforth.

This issues with the approval of Competent Authority.



(BUNYAD SINGH)
ASSISTANT DIRECTOR (VIG.)

✓ To

All the ACS/Principal Secretaries/Secretaries/HoDs/
Heads of all Departments/PSUs/Autonomous Bodies/Corporations,
Government of N.C.T. of Delhi.

File No. 01/07/DOV/Admn./2021/4908-4912 Dated: 24/4/2023

Copy forwarded to :-

- (i) Secretary to Lt. Governor, Delhi.
- (ii) SO to Chief Secretary, GNCTD.
- (iii) PS/PA to Secretary/Spl. Secretary (Vig.), GNCTD.
- (iv) All officers and officials, DOV, GNCTD, for compliance.

2339



(BUNYAD SINGH)
ASSISTANT DIRECTOR (VIG.)