



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

(A NAAC Accredited A++ State University Established by Govt. of NCT of Delhi)
Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in

Ref.: GGSIPU/Reg./2023-24/ 402

Dated: 17th November, 2023

CIRCULAR

It has been observed that files submitted by different Branches/ Departments are without the names and designations of officials/officers/ faculty of the University causing difficulties in recognizing the signatures. This has been viewed seriously by the Hon'ble Vice Chancellor.

In the 4th Monthly Review Meeting held on 07.11.2023, it was directed by the Competent Authority that mentioning of name alongwith designation below the signature on the note sheet should mandatorily be followed by all the officials/officers/ faculty of the University.

All the Officials/ Officers/ Faculties producing the notings, are therefore, hereby directed to write names alongwith their signatures.

This issues with the approval of the Competent Authority.


(Sunita Shiva)
Registrar

Copy to:

1. All Deans/ Directors, GGSIPU.
2. Director Incharge, GGSIPU East Campus, Surajmal Vihar, Delhi.
3. Controller of Finance, GGSIPU.
4. COE-I & COE-II, GGSIPU
5. Proctor, GGSIPU.
6. Chief Warden, GGSIPU
7. In-charge, UIRC, GGSIPU
8. CVO, GGSIPU
9. All Branch incharges/ Joint Registrars/ Deputy Registrars/ Assistant Registrars/ PRO/ Medical Officer, GGSIPU
10. S.E. UWD, GGSIPU
11. Asstt. Registrar, V.C. Sectt., GGSIPU
12. Assistant Registrar, O/o. Registrar, GGSIPU
13. Head, UITS, with the request to upload the Circular on website.
14. Guard file.