



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



File No. F1(6)(74)/2024/Estt. (N.T)/ 8162

Dated: the 29<sup>th</sup> November, 2024

**CIRCULAR**

**Subject: Group Photographs for publication in the Souvenir.**

The University on the occasion of Silver Jubilee Year is going to publish/release Souvenir. For this purpose, Group Photographs of all the administrative Branches have been scheduled as under:-

S. No.	Name of Department/Branch	Date & Time Slot
		<b>02.12.2024 (Monday)</b>
1.	Vice Chancellor Secretariat	10.00 A.M. to 10:30 A.M.
2.	O/o OSD to Vice Chancellor	10.45 A.M. to 11:15 A.M.
3.	Examination Division	11:30 A.M. to 12:00 Noon
4.	Finance and Accounts	12.15 P.M. to 12:45 P.M.
5.	Academic Branch	2.00 P.M. to 2:30 P.M.
6.	Affiliation Branch	2.45 P.M. to 3:15 P.M.
7.	University Information and Resource Centre (UIRC)	3.30 P.M. to 4:00 P.M.
		<b>03.12.2024 (Tuesday)</b>
8.	University Information and Resource Centre (UIRC), East Delhi Campus	10.00 A.M. to 10:30 A.M.
9.	Central Store	10.45 A.M. to 11:15 A.M.
10.	Co-ordination	11.30 A.M. to 11:45 A.M.
11.	Estate Branch	12.00 Noon to 12:15 P.M.
12.	Establishment (Teaching/Non-Teaching/Recruitment)	2.00 P.M. to 2:30 P.M.
13.	O/o Registrar	2:45 P.M. to 3:15 P.M.
14.	General Administration (Dwarka/EDC)	3:30 P.M. to 4:00 P.M.
		<b>04.12.2024 (Wednesday)</b>
15.	Legal Branch	10.00 A.M. to 10:30 A.M.
16.	Vigilance Department	10.45 A.M. to 11:15 A.M.
17.	Purchase Department	11.30 A.M. to 11:45 A.M.
18.	Public Relation Office	12.00 Noon to 12:15 P.M.
19.	Statistical & Planning	2.00 P.M. to 2:15 P.M.
20.	University Works Department (UWD)	2:30 P.M. to 3:00 P.M.

All Branch Heads are hereby requested that all administrative staff members working under them shall be present for the group photographs, as per the schedule specified above. No leave of any kind on that day shall be allowed.

This issues with the prior approval of the Competent Authority.

29/11/24  
(DR. KAMAL PATHAK)  
REGISTRAR

File No. F1(6)(74)/2024/Estt. (N.T)/ 8162

Dated: the 29<sup>th</sup> November, 2024

**Copy forwarded to the following for information and necessary action please:-**

1. OSD to Hon'ble Vice Chancellor, GGSIP University.
2. All Branch Head(s), GGSIP University.
3. Assistant Registrar, Office of the VC's Secretariat, GGSIP University.
4. Assistant Registrar, Office of the Registrar, GGSIP University.
5. Project Director, UITS with request to upload the Circular on University website.
6. Guard File

(NAVEEN KUMAR BUDHIRAJA)  
ASSISTANT REGISTRAR, ESTT(N.T.)