



GURU GOBIND SINGH
Indraprastha University
DWARKA, DELHI - 110 078
Office of the Controller of Finance

File No.: IPU/COF/2015/217

Dated: 06.08.2015

CIRCULAR

I am directed to forward herewith a proforma developed for the creation of master data base of all the employee of the University which will be kept updated with the future entrants so that same may be used in case of any study or initiating any proposal on the aspect of Group Insurance Scheme and Pension etc.

It is, therefore, desirable on the part of every employee to kindly fill the information and get the proforma verified from the Personnel Department and submit the same to Sh. Ajay Gupta, DDO of the University positively by 14th August, 2015 (Friday).


(Shailesh Gupta)
Finance Officer

Copy forwarded to the followings for information and necessary action.

1. All Deans, GGSIPU(USBT/USCT/USBAS/USICT/USEM/USMS/USLLS/USHSS/USE/UCMS).
2. All Directors, GGSIPU
3. All Heads of School / Branch / Deptt., GGSIPU.
4. Controller of Examinations, GGSIPU.
5. All Joint Registrars' / Dy. Registrars'.
6. Executive Engineer, UWD, GGSIPU / Librarian, GGSIPU
7. In-charge (Personnel / Purchase) / Medical Officer, GGSIPU
8. A.R. to Hon'ble Vice Chancellor / A.R. to Registrar
9. FOs/DDO/AAOs/SO, Finance & Accounts Department.
10. UITS Department – for uploading the same in the University website.


(Shailesh Gupta)
Finance Officer

PROFORMA
(Details of employee for MIS)

1. Name : Sh./Smt./Km.....
2. Designation :
3. Employee Code :
4. Date of Birth :
5. Place of Posting/Dept./School :
6. Date of Appointment in GGSIPU :
7. Date of Retirement :
8. Date of Last Promotion :
9. Mobile No. :
10. Office Phone No. :
11. Residence Phone No. :
12. Father's Name : Sh.
13. Mother's Name : Smt.
14. Spouse Name : Sh. /Smt.
15. CPF Nominee & Relation :
16. Educational Qualification :
17. Category – SC/ST/OBC :
18. Residential Address :
19. Marital Status : Married / Unmarried
20. Status of Spouse Employment :
21. Handicapped : Yes / No
(if prescribed certificate submitted in GGSIPU)
22. Allottee of University Accommodation : Yes / No
23. Declared Home Town with Complete Address :

Dated :

Signature of Employee

Particulars have been verified from the service book and personal file of the employee & found correct

F.O. (F&A)

SO (P)/AR (P)