



GURU GOBIND SINGH INDRPRASTHA UNIVERSITY  
Sec. 16-C, Dwarka, New Delhi - 110078  
(Personnel Branch)

F.No.: 1 (1) (54)/2014/Estt./P-II/ 2833

Dated the 27<sup>th</sup> April., 2015


**Circular**

It is to inform that Personnel Branch is receiving regular requisitions from various branches, University Schools, University Departments for providing administrative staff. The Hon'ble Vice-Chancellor has constituted a committee to prepare and compile the requirements of man powers relating to administration in various branches, University Schools, University Departments. Accordingly, the University is in the process of rationalisation of its Staff/man-power, therefore, all the Dean(s) /Director of the University School of Studies and Branch Head of the different department of the University are requested to provide requirements of additional staff with justification for existing staff and justification for additional staff being requisitioned.

In addition to providing justification for existing and additional staff, the Branch Head/ Deans/ Directors/Officer-in-Charge will also provide the charter of duties of the branch and duties assigned against each vacancy being proposed. The information shall be provided in following format – (used separate sheets, if required) :-

S.NO.	No. Existing Staff with justification	No. of Additional Staff Required with justification

The above information may kindly be forwarded to Personnel Branch by **01<sup>st</sup> May., 2015** for placing before the Committee constituted for the purpose. In case, no communication is received by the Personnel Branch from the concerned school/department, it will be presumed that , those departments / schools do not have any requirements of staff.


  
(Brig. P.K. Upmanyu)  
Jt. Registrar (Personnel)

F.No.: 1 (1) (54)/2014/Estt./P-II/

Dated the April., 2015

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

1. All Deans/Head, USS, GGS Indraprastha University.
2. Faculty-in-Charge, USE, GGS Indraprastha University.
3. Controller of Finance, GGS Indraprastha University.
4. Controller of Examinations, GGS Indraprastha University.
5. All Directors, GGS Indraprastha University.
6. Librarian, GGS Indraprastha University.
7. All Jt. Registrar/Dy. Registrars/PRO, GGS Indraprastha University.
8. Superintendent Engineer, GGS Indraprastha University.
09. A.R. to V.C. Sectt., GGS Indraprastha University – for kind information to Hon'ble V.C.
10. A.R. to Registrar, GGS Indraprastha University – for kind information to Registrar.
11. S.O. to P.V.C. Sectt., GGSIP University – for kind information to P.V.C.
12. In-charge, Server Room-for uploading the same on the University Website.

  
(Ajay Kumar)  
Asstt. Registrar (Personnel-I)