

Most Urgent

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, NEW DELHI-110078**

No.F.1(6)(16)/2012/P-II/ 3796

Dated the 7th Aug, 2013

CIRCULAR

With reference to the letter received from the office of the Chief Electoral Officer, Delhi on dated 18.07.2013, all University's non-teaching employees upto the level of Section Officer are hereby directed to submit their details in the enclosed proforma by 12.08.2013 in hard copy and as well as in soft copy with photograph/scanned photograph at pers2ipu@gmail.com.

This proforma is mandatory for all non-teaching employees upto the level of Section Officer which has to be uploaded on the software of election commission by 14.08.2013

(R. P. Kansal)
Incharge (Personnel)

Encl: As above.

No.F.1(6)(16)/2012/P-II/

Dated the Aug, 2013

Copy to the following for information and necessary action:-

1. All Deans/Heads/Section Incharge/Branch Officer, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examination, GGS Indraprastha University.
4. Incharge (Server Room) with the request to upload the circular on the University's website.
5. Asstt. Registrar, Vice Chancellor's Secretariat, GGS Indraprastha University.
6. P.S. to the Registrar, GGS Indraprastha University.
7. Guard File.

(Kapil Kr. Sharma)
Section Officer P-II

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
(TO BE FILLED BY ALL UNIVERSITY NON-TEACHING EMPLOYEES)

SL No.	INFORMATION REQUIRED	
1	NAME OF OFFICER / OFFICIAL	
2	GENDER	MALE / FEMALE
3	FATHER / HUSBAND NAME	
4	DATE OF BIRTH	
5	DESIGNATION	
6	GRADE PAY	
7	CATEGORY	
8	RESIDENTIAL ADDRESS	
9	MOBILE No.	
10	EMAIL ID	
11	WHETHER PHYSICALLY CHALLENGED	YES / NO
12	PHOTOGRAPH (Passport size)	
13	VOTER ID CARD NO.	

(Signature of the employee)
Dated: