



GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY

Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi-110078

Website: <http://ipu.ac.in>

Vice Chancellor's Secretariat

Ref: GGSIPU/VCO/2014/182

Date: 23.06.2014

Circular

1. The undersigned has been directed to convey that all administrative branch heads of Guru Gobind Singh Indraprastha University are requested to submit their charter of duties and responsibilities of their respective departments.

2. The charter of duties and responsibilities is to be submitted to the Vice Chancellor Secretariat with two weeks of issue of this circular.

Alok Sharma
Asst. Registrar(VC Sectt.)

Distribution:

- i). All Administrative Branch Heads
- ii). The Registrar for information please.