



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
Sector-16C, Dwarka, New Delhi-110 075  
[General Administration Branch]

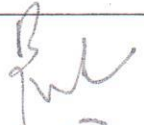
F.No.GGSIPU/GA/2012-13/2583

Dated: 29/4/13

ORDER

Zero dialing facility is required for making conversation for the official purpose with the officials of outside departments/institutes. In supersession of all earlier orders issued in connection with zero dialing facilities in the University. The zero dialing facility has been approved as under:


| S.No. | Designation of official                                                                                                                                                                                                                                                                                                                                         | Zero Dialing Facility |                                                                                                                                                                                |                                 |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
|       |                                                                                                                                                                                                                                                                                                                                                                 | Office use            | Staff use                                                                                                                                                                      | Residential use                 |
| 1.    | All Branch Heads, DRs and above                                                                                                                                                                                                                                                                                                                                 | One                   | One on functional basis authority by the branch use. Further, anymore zero dialing facility if required, justification on to be given for the approval of Competent Authority. | Nil                             |
| 2.    | Director, Dean, Proctor, COF                                                                                                                                                                                                                                                                                                                                    | One                   | One                                                                                                                                                                            | One with instrument (in campus) |
| 3.    | Faculty engaged in Acad/Administrative activity:<br>a. Programme Coordinator<br>b. Purchase and Store Incharge (School Level)<br>c. Training and placement officer.<br>d. Chief Warden (office and residence)<br>e. Warden (office and residence)                                                                                                               | One                   | NIL                                                                                                                                                                            | NIL                             |
| 4.    | All Labs of USS                                                                                                                                                                                                                                                                                                                                                 | One                   | NIL                                                                                                                                                                            | NIL                             |
| 5.    | EPBAX operator will maintain the account of zero dialings in PRI(s) and other individual MTNL number and monitor the expenditure involved thereon.                                                                                                                                                                                                              |                       |                                                                                                                                                                                |                                 |
| 6.    | Since University is providing the internet and telephone facility in the residential quarters of type IV and V quarters, the officers who are entitled for the reimbursement of internet expenses and landline telephone and availing this facility, their reimbursement may be restricted from Accounts Branch. (As per perks and privileges approved by BOM). |                       |                                                                                                                                                                                |                                 |
| 7.    | Intercom facility without zero dialing may be given to all the quarters of type IV and V with instrument.                                                                                                                                                                                                                                                       |                       |                                                                                                                                                                                |                                 |

  
Dr. Bhaskar P. Joshi  
Registrar

**Copy to:-**

1. Dean USBT
2. Dean USIT
3. Dean USLLS
4. Dean USMS
5. Dean USBAS
6. Dean USAP
7. Dean USEM
8. Dean UHSS
9. Dean USCT
10. Dean USE
11. Dean USMC
12. Director Research & Consultancy
13. Director Centre for Disaster Management Studies
14. Director Legal Aid Cell
15. Director Organisation & Development
16. Director Academic Affairs
17. Director Project Monitoring Cell
18. Director International Affairs
19. Director Students Welfare
20. Director Co-ordination
21. Principal IGIT
22. Controller of Finance
23. Controller of Examination
24. Librarian
25. Chief Engineer
26. Chief Warden
27. JR (General Admin.)
28. JR (Affiliation)
29. JR (Academic-I)
30. JR (Academic-II)
31. JR (Co-ordination)
32. DR (Planning)
33. DR (SDC)
34. Incharge (Pers.)
35. AR (Purchase)
36. AR (Estate)
37. AR (Security)
38. AR (Store)
39. AR (GA-IGIT)
40. Chairman UCITM (with request to upload the same on University website)
41. DR (PRO)
42. Warden Boys Hostel
43. Warden Girls Hostel
44. Dispensary
45. AR Hon'ble VC Sectt.
46. PS to Registrar
47. Office Copy
48. Guard file

(All above –with request to kindly take necessary initiatives to get this circular circulated/information disbursed to the all staff/students under their charge)

  
**Pankaj Agrawal**  
**Deputy Registrar(GA)**