



Guru Gobind Singh Indraprastha University

Sector 16-C, Dwarka, New Delhi – 110 078

Tel: 011-25302245, 011-2530247 E mail estate@ipu.ac.in

(Estate Branch)

F.No. GGSIPU/East Campus/Staff Quarter/2023-24/ 1762


Dated 06.03.2023

NOTICE

The Estate Branch is in the process of allotment of Staff Quarters for East Campus. It has come to the notice that some of the faculties / officials / staff are also interested for allotment of staff quarters from the Dwarka Campus to East Campus. Therefore, a final opportunity is provided to all the faculties / officials / staff members, who have not yet applied. The interested employees may apply for allotment to Estate Branch till 16th March, 2023 (Thursday) with due verification of service details from Personnel Branch of University. The allotment of staff quarters at east campus of University shall be made as per joint seniority list from both of Dwarka and East Campus. The employees who had applied earlier need not to apply again. **No further request shall be entertained in this regard after the last date as stated in this notification.**


The format of application is attached herewith.

This issue with the approval of Competent Authority


06/03/23
(Dr. Vijay Kumar)
Deputy Registrar (Estate)

Copy to:

1. A.R. to Hon'ble Vice Chancellor - for kind information please.
2. A.R. to Registrar - for kind information.
3. Prof. P.C. Sharma, Director, East Campus, GGSIPU - for Circulation.
4. All the members of Staff Quarter Allotment Committee
5. Dr. Pankaj Aggarwal Deputy Registrar, G.A., East Campus - for kind information.
6. Deputy Registrar (Personnel-I & II) with a request to verify service details of the new applicant on priority.
7. Sh. Abhishek Aggarwal, E.E. (UWD) East Campus.
8. Head UITS to upload in University website.
9. Guard file.


(Raj Kumar Arora)
Assistant Registrar (Estate)



Estate Branch
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi – 110 078

Latest photo of
applicant

Application for Allotment of GGSIP University Residence

Part-I (For office use only)

Type for which applied	Pool under which applied	Staff Quarter allotted	Remarks

Part-II (To be filled in by the applicant)

- Please read “The Allotment of GGSIP University Residence Rules-2013” before filling the form. Incomplete application will be rejected without any further reference.
- Please fill up the form neatly/ in BLOCK LETTER.
- Please tick which ever required to do so.

1.	Type for Staff Quarter Applied for	Type II / III / IV / V
2.	Applied for (East Delhi Surajmal Vihar Campus)	
3.	Name of the Applicant/ Employee	
4.	Designation	
5.	Department/ Branch/ School	
6.	Date of Birth	
7.	Employee Code	
8.	Scale of pay as on date	
9.	Level/ AGP/GP as one date of application	
10.	Basic Pay as on date of application	
11.	Father’s Name of the Applicant	
12.	Date of joining in the University as regular employee	
13.	Date of joining on present grade pay	
14.	Category (General/ SC/ ST/ PH)	
15.	Address for correspondence as per records	
16.	Mobile No./ Whatsapp number/ Email	
17.	Marital Status	Married/ Un-married
17.	Details of Members in the family (Pl. enclose in separate Sheet)	Name, DOB, Relation with applicant, occupation, income if any

Date:.....

Signature of the applicant.....

Recommendation of Dean/HOD _____

Deputy Registrar (Estate Branch)

Certificate of Personnel Branch: Certified that the above particulars are correct as per the office records

UNDERTAKING

Along with application for allotment of residence. I undertake the following:

- (a) That I fully understand the rules for allotment of residence and I shall abide by the rules stated in the "The Allotment of GGSIP University Residence Rules – 2013" and amendment, if any, from time to time.;
- (b) That I will vacate the residence within the time specified as per rule. **I have understood the provision stated in clause 26**, and in case of failure to vacate, the University will be free to take possession of the said residence as per procedure specified within "The Allotment of GGSIP University Residence Rules-2013" and amendment, if any, from time to time.;
- (c) I also certify that above undertaking has been signed by me on my own will without any pressure.

Signature:

Name of the Employee:

Designation:

Employee Code:

Witness-1

Signature:

Name of the Employee:

Designation:

Employee Code:

Witness-2

Signature:

Name of the Employee:

Designation:

Employee Code:

**Signature of HOD/ Dean (with
rubber stamp)**