



Estate & Security Branch
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, Delhi-110078

File no. GGSIPU/JR(E&S)/Security/ 2015-16/ 287

Dated: 17/9/15

CIRCULAR

Subject: **Supply of Information to Security Branch in an Time Bound Manner**

University organizes various functions, invites guests and there are many other events where entry of VIP's and other persons take place.

It has been observed that Security branch is not informed about such possible entrants in advance, which creates confusion at the entry gate.

All concerned are requested to kindly inform the Security branch 3-days prior to the event or atleast 24 hrs prior about the possible entrants to the University.

Let us work together to facilitate visitors, as well as making the University a safe & secure place.

(A.K. Verma)
Joint Registrar(E & S)

Copy to:-

1. Dean- USAP, USBT, USBAS, USCT, USE, USEM, USHSS, USICT, USLLS, USMS, USMC, USMPMHS.
2. Director- Academic Affairs, Coordination, CDMS, International Affairs, Legal Aid Cell, Organization & Development, Project Monitoring cell, Research & Consultancy, Student Welfare.
3. Registrar, GGSIPU
4. Controller of Finance, GGSIPU
5. Controller of Examination, GGSIPU
6. Librarian, GGSIPU
7. Chief Warden, GGSIPU
8. Superintending Engineer, UWD
9. Head, UITS - with request to upload the circular on the University website.
10. In - Charge – Academic, Affiliation, Coordination, General Administration, Personnel, Planning (RTI & Legal), Purchase, Store.
11. Warden, Boys Hostel
12. Warden, Girls Hostel
13. AR to VC Secretariat - for kind information of Hon'ble Vice Chancellor
14. SO to Pro-VC Secretariat - for kind information of Pro-Vice Chancellor
15. Security Officer, M/s. Eagle Hunter Solutions Ltd.
16. Office Copy