



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16-C, DWARKA, NEW DELHI - 110 078
(SECURITY BRANCH)

File no. GGSIPU/DR(Security)/2018/ 113

Dated : 13/8/18

NOTICE


Subject: Regarding entry in visiting register after office hours & on Saturday/Sunday/ Holidays

It has been observed that various official/officers/ staff/students/contractor labor staying/working in the premises during Saturday/Sunday/holiday or after officer hours without any prior approval/intimation to security branch.

It poses a lot of security threat and chance of theft in the University Campus. As there is no record available about the people visiting the Campus beyond office hours & on Saturday/Sunday/ Holidays or overstaying in the office premises. It is very difficult to ensure the security & control theft cases. Therefore, it is requested that they should put their entry & time period of stay in the entry register available with the security posts.

All the security guards are also directed to ensure that proper entry has been made in the visitor register of each and every person coming to the office of during office hours & on Saturday/Sunday/ Holidays or overstaying in the office premises beyond office hours.

This issue with the approval of the Competent Authority.


(Dr. Vijay Kumar)
Deputy Registrar

Copy to:-

1. All Deans & Directors/ Proctor/Controller of Examination/Controller of Finance/ Chief Warden
2. All HODs/Branch In-charge/All Wardens
3. AR to Hon'ble Vice Chancellor
4. SO to Pro-Vice Chancellor
5. AR to Registrar
6. Incharge - UITS – with a request to upload a copy of the Notice on the University website
7. Office copy

For upload
TA, UITS
13/8/18