



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16C, Dwarka, New Delhi-110 078
[General Administration Branch]

F.No.GGSIPU/GA)/2013/

Dated: 17/01/2013

Notice

Subject: Guidelines for the Dak, Diary Receipt System of the University

As the University has been expanded and having teaching schools and affiliated institutes, there are number of daks (internal and outside) are being received and dispatched from the University. To streamline the system of dak, diary dispatch/receipt system, the guidelines are as under:

1. The internal daks of the individual/departments/schools should be moved on their dak/diary/dispatch receipt register and peon book to all the addressees in the Dwarka campus.

Letters from individuals addressed to Hon'ble V.C./Registrar from University, students/officers/faculty should be first submitted in the University Schools and departments, thereafter, should move through their dak/diary/dispatch receipt register and peon book to the V.C. secretariat and Registrar office.

The daks of the students/affiliated institutes addressed to Examination, Academics, DSW, etc. should be submitted directly to concerned branches.

2. All applications/correspondence of the individual employees should be routed through their Dean/HOD/Incharge alongwith their comments, through dak/diary/dispatch receipt register and peon book with the concerned department.
3. The central dak/diary/dispatch system will receive the postage from departments outside the university/affiliated institute and distribute to the concerned and receive the daks from the departments/schools for speed post/registered purpose and normal postal dispatch only.

The daks of the affiliated institute addressed to the Registrar/V.C. should come through post unless there is any emergency dak will be received directly by the concerned branch alongwith covering letters of the directors/principals of the affiliated institute with proper paging/numbering of the enclosures.

4. The timings of receiving the daks in the Central Diary Dispatch (CDD) maintained by GA Branch for outside through speed post/registered post is 1:00 p.m.

No collective representations of employees will be accepted by department/school, CDD or any other places.

This issues with the approval of Hon'ble Vice-Chancellor.

(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 USHSS
9. Dean USCT
10. Dean USE
11. Dean USMC
12. Dean USET
13. Director Research & Consultancy
14. Director Centre for Disaster Management Studies
15. Director Legal Aid Cell
16. Director Development
17. Director Academic Affairs
18. Director Project Monitoring Cell
19. Director International Affairs
20. Director Co-ordination
21. Director Students Welfare
22. Controller of Finance
23. Controller of Examination
24. Librarian
25. Chief Engineer/SE(UWD)

26. DR (Affiliation)
27. JR (Academic-I)
28. JR (Academic-II)
29. JR(Coordinator)
30. DR (Staff Development Cell)
31. DR (Planning)
32. DR (PR)
33. Incharge (Pers.)
34. Chairman UCITIM (with request to upload the same on University website)
35. Chief Warden
36. Warden Boys Hostel
37. Warden Girls Hostel
38. AR(Estate and Security)
39. AR (Stores)
40. AR (Purchase)
41. AR to VC (for information)
42. University Health Center
43. PS to Registrar (for information)
44. All Affiliated Institutes
45. Office Copy

(Pankaj Agrawal)
Deputy Registrar (GA)