



Form No. _____

Directorate of Students' Welfare
Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, Delhi-110078 Website: <http://ipu.ac.in>

No.GGSIPU/DSW/19/2021/5104

Dated : 03.11.2021

Sub: Records of Vaccinated Staff of GGSIP University

As per the instructions of DDMA, all Government employees working in Departments/Autonomous Bodies/ PSUs/Local Bodies/Educational Institutions under Government of NCT of Delhi, including Frontline Workers, Healthcare Workers as well as Teachers and other staff working in Schools/ Colleges should get vaccinated at least first dose by 15.10.2021.

In order to consolidate the data of vaccinated staff, all the Deans/Directors/Branch Heads are requested to provide the information w.r.t. Staff (Teaching/Non-Teaching) in respect of their School/Directorate/Branch in the following format.

Name of the School/Directorate/Branch _____

Sr. No.	Name of the Employee with Designation	Vaccinated or Not	First Dose	Second Dose	Remarks, if any
(i)	(ii)	(iii)	(iv)	(v)	(iv)

The above information must be submitted to the O/o Directorate of Students Welfare latest by 09.11.2021 positively.


(Prof. Manpreet Kaur Kang)
Director (DSW)

Copy to:

- i. Deans/Directors/Branch Heads, GGSIPU
- ii. AR to Hon'ble Vice-Chancellor, GGSIPU-for kind information
- iii. AR to Registrar, GGSIPU-for kind information
- iv. I/c UITS – with a request to upload on the University website.
- v. Guard File


(Neeraj Pant)
Section Officer