



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
Sector-16 C, Dwarka, New Delhi-110078

F.1(6)(10)/2022/Misc./Pers.-II/ 3808

Dated the 06<sup>th</sup> October, 2022

ORDER

Hon'ble Vice-Chancellor has desired to have a comprehensive review of the entire functioning/working of each of the departments of the University. To begin with, the schedule of the performance review of the following departments is as under:-

S.No.	Date of	Time	Department	Topics/subject matter of Review
1.	11.10.2022 (Tuesday)	11.00 am to 01.00 pm	Examination Branch	<ol style="list-style-type: none"><li>1. Steps for timely conduct of examination and declaration of result thereof.</li><li>2. Performance of each of the officer with work allocation</li><li>3. Issuance of semester-wise mark-sheets, degrees, consolidated mark-sheets, transcripts etc.</li><li>4. The status of court cases pending in various courts.</li><li>5. Status of weeding out of old records.</li></ol>
2.	17.10.2022 (Monday)	11.00 am to 01.00 pm	Personnel Branch / Pension Cell	<ol style="list-style-type: none"><li>1. Status to fill-up all the vacant posts by all the mode of recruitment i.e. promotions direct recruitment / contract (P-III)</li><li>2. Status to conduct timely MACPs/DPC/NFSG / CAS (P-I &amp; P-II)</li><li>3. Status of Pension Scheme Implementation (P-I &amp; P-II)</li><li>4. Status of reimbursement of medical claims, LTC with work allocation and performance report of each of the officer. (P-I &amp; P-II)</li><li>5. Preparation of citizen charter. (P-I, P-II &amp; P-III)</li><li>6. The status of court cases in various courts.</li><li>7. The status of vigilance cases/vigilance clearances/complaints.</li><li>8. Status of weeding out of old records.</li></ol>
3.	18.10.2022 (Tuesday)	11.00 am to 01.00 pm	Affiliation Branch	<ol style="list-style-type: none"><li>1. Status for timely release of notice for provisional affiliation / continuation of provisional affiliation from affiliated institutions and societies.</li></ol>

				<ol style="list-style-type: none"> <li>Status for timely conduct of visit of Joint Assessment Committee(JAC) for affiliation of new programmes and continuation of existing programmes.</li> <li>The status of court cases in various courts.</li> <li>Status of weeding out of old records.</li> </ol>
4.	19.10.2022 (Wednesday)	11.00 am to 11.45 pm	Accounts Branch	<ol style="list-style-type: none"> <li>Status for preparation of Budget</li> <li>Status for increase of income/revenue</li> <li>Status for timely dispersal of claims and judicious incurring of expenditure.</li> <li>Status of timely settlement of Accounts with affiliated institutes.</li> <li>Any other points relevant to Finance &amp; Accounts Branch.</li> <li>Status of weeding out of old records.</li> </ol>
		11.45 am to 12.30 pm	GA Branch	<ol style="list-style-type: none"> <li>Status for timely disposal of requisition for vehicle booking, up keep and maintenance of vehicles</li> <li>Status of detail of activities being taken by GA Branch and method of their timely disposal etc.</li> <li>Status of weeding out of old records.</li> </ol>
		12.30 pm to 1.15 pm	Purchase Branch & Store Branch	<ol style="list-style-type: none"> <li>Status for timely floating of tenders on GeM Portal for procurement of items</li> <li>Status for timely disposal of request for purchase of items.</li> <li>Status of stock verification of items and preparation of inventory of different items and their condemnation / disposal of old furniture which is not repairable and if repairable, action plan thereof.</li> <li>Status of weeding out of old records.</li> </ol>
5.	20.10.2022 (Thursday)	11.00 am to 01.00 pm	Sanitation and Security Branch	<ol style="list-style-type: none"> <li>Status for timely floating of tenders on GeM Portal for Sanitation and Security Agency.</li> <li>Status for efficient monitoring and supervision of security and sanitation agencies.</li> <li>Status of cleaning of tanks in the wake of spread of mosquitoes</li> </ol>

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				borne diseases like Dengue etc. 4. Status of weeding out of old records. 5.
6.	21.10.2022 (Friday)	11.00 am to 01.00 pm	UWD Branch	1. Status for efficient monitoring and supervision of maintenance activities both Civil and Electrical works etc. 2. Status of construction of Second Phase of East Campus at Surajmal Vihar. 3. Status of construction of Auditorium in Dwarka Campus and construction and maintenance activities at East Campus at Surajmal Vihar. 4. Status of weeding out of old records.

The concerned head of the department shall have to prepare a comprehensive PPT incorporating therein all the activities which are undertaken by the department with allocation of work to each of the officials working in the branch with achievements and timelines of each of the activities within which the said activities are to be completed. The subject matters given above in the column of review is only an indicative subject matters and not the comprehensive list of topics assigned to the departments. Therefore, each HOD has to come with comprehensive list of the subject matters dealt by the department with timelines of each of the activities and achievements thereof within the timelines stipulated.

This issues with the prior approval of the Competent Authority.

*ds*  
*4/10/2022*  
(BHUPINDER SINGH)  
DEPUTY REGISTRAR(PERS.-II)

F.1(6)(10)/2022/Misc./Pers.-II/ 3808

Dated the 06<sup>th</sup> October, 2022

Copy forwarded to the following for information & necessary action:

1. All Deans/Directors, GGS Indraprastha University.
2. Controller of Examination-I & II, GGS Indraprastha University.
3. Controller of Finance, GGS Indraprastha University.
4. OSD to Vice Chancellor, GGS Indraprastha University.
5. All concerned Branch Heads, GGS Indraprastha University.
6. Asstt. Registrar, Vice Chancellor's Secretariat, GGS Indraprastha University.
7. Asstt. Registrar, O/o the Registrar, GGS Indraprastha University.
8. Head (UITS), GGS Indraprastha University.
9. Guard File

*AK*  
(AJAY KUMAR)  
ASSTT. REGISTRAR(PERS.-II)