



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. Of NCT of Delhi"
SECTOR-16 C, DWARKA, NEW DELHI-110078



No.F.1(6)(4)/(140)/2008/Estt.(NT)/ 2296

Dated the 18 June, 2024

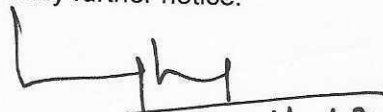
OFFICE ORDER

It has been observed that the some of the Multi Tasking Staff are not performing their assigned duties as per University's Office Order No.F1(6)(4)/(140)/2008/Estt./P-II/5774 dated 27.10.2010 in the Departments/ Branches, in which, they have been posted. Several instances have also been brought to the notice of Competent Authority that in lieu of performing their assigned duties, many a times, i.e., MTS, are delegating their assigned duties to outsourced staff deployed by the Security & Sanitation Branch, which is nothing but to avoidance to perform their mandated assigned duties, which are reiterated as under: -

- (i) Physical Maintenance of records of the Branch/ Section.
- (ii) General Cleanliness & upkeep of the Branch/ Section.
- (iii) Carrying of files & other papers within the University Campus.
- (iv) Photocopy sending of FAX etc.
- (v) Other non-clerical work in the Branch/ Section.
- (vi) Assisting in routing office work like diary, dispatch etc. including on computer.
- (vii) Delivery of Dak outside the University Campus.
- (viii) Watch & ward duties.
- (ix) Opening & Closing of rooms.
- (x) Cleaning of rooms.
- (xi) Dusting of furniture etc.
- (xii) Cleaning of building, fixtures etc.
- (xiii) Work related to their ITI qualification, if exist.
- (xiv) Driving of vehicles, if in possession of valid driving license.
- (xv) Upkeep of parks, lawn, potted plants etc.
- (xvi) Any other work assigned by the superior authority.

Note: The above list of duties is only illustrative and not exhaustive. Schools/ Branches may add to the list, duties of similar nature ordinarily performed by officials at this level.

This has been viewed seriously by the Competent Authority and it is once again reiterated that all the Multi Tasking Staff (MTS) shall perform their duties as per Office Order dated 20.10.2010, failing which, action including departmental proceedings or any other action, as deemed fit, within the provision of University rules, would be initiated against all the delinquent MTS staff, who failed to take up their assigned duties, without any further notice.


(DR. KAMAL PATHAK) 14.6.24
REGISTRAR

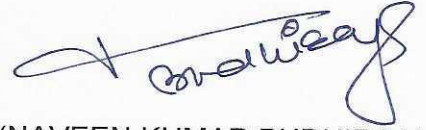
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No.F.1(6)(4)/(140)/2008/Estt.(NT)/

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Copy forwarded to the following for information & necessary action:-

1. OSD to Vice Chancellor, GGS Indraprastha University.
2. All Deans/Director/HODs, GGS Indraprastha University.
3. Controller of Finance, GGS Indraprastha University.
4. Controller of Examinations-I & II, GGS Indraprastha University.
5. Library In-charge, GGS Indraprastha University.
6. All Branch In-charge, GGS Indraprastha University.
7. Assistant Registrar, Vice Chancellor's Secretariat, GGS Indraprastha University.
8. Asstt. Registrar, O/o the Registrar, GGS Indraprastha University.
9. All concerned officials (MTS).
10. Head, UITs Cell, for uploading the Order on the University's website.
11. Notice Board.



(NAVEEN KUMAR BUDHIRAJA)
ASSISTANT REGISTRAR (Estt.-NT)