

AMBEDKAR UNIVERSITY, DELHI  
ADMINISTRATION DIVISION

No.AUD/Admn/2011-12/ 2087  
15<sup>th</sup> September, 2011

NOTIFICATION

**Sub: Transaction of Dak between Dwarka and Kashmere Gate Campuses of AUD**

In the eventuality of AUD functioning from two different campuses i.e. Dwarka Campus and Kashmere Gate Campus, day-to-day exchange of files/letters/documents has become inevitable. In order to smoothen this process, the following arrangement has been made:

**Dwarka Campus:**

All the letters/files/documents etc. meant to be sent to different Schools/Divisions/Units at Kashmere Gate Campus will be sent to Ms Bina, Attendant (sitting in Vice-Chancellor's office) under the supervision of Sh Sucha Singh, AR (Admn) before 11:00 a.m. on all working days. The same will be entered in the Despatch Register and sent through one of the Attendants using University vehicle to Kashmere Gate Campus. The same will be delivered to Shri Ajay Talwar, Asstt. under the supervision of Dr Mita Sinha, Sr Consultant (Planning) for further distribution to concerned Units after making proper diary.

**Kashmere Gate Campus:**

All the letters/files/documents etc. meant to be sent to different Schools/Divisions/Units at Dwarka Campus will be sent to Shri Ajay Talwar, Asstt. under the supervision of Dr Mita Sinha, Sr Consultant (Planning) before 12:30 p.m. on all working days. The same will be entered in the Despatch Register and sent through the Attendant coming from Dwarka for further delivery. The same will be delivered to Ms. Bina, Attendant for further distribution to concerned Units after making proper diary.

**The Dak will be sent to the Despatchers in proper envelope with addresses of Receiver & Sender and Despatch No. & Date for safe, intact and timely delivery to the recipient. The Despatchers in NO CASE will keep the unsent letters/files/documents with them for the next day. In such cases, the same will be immediately returned to the concerned Units to be given again the next day.**

The above arrangement will come into force with effect from 20<sup>th</sup> September, 2011. The Schools and Divisions located at both the Campuses may utilize this facility.

  
Registrar

**Distribution:**

All Deans of Schools/Heads of Divisions (copy)  
Advisor (Planning)  
Deputy Registrar (Admn/AS/SS)  
Shri Sucha Singh, AR (Admn)  
Dr Mita Sinha, Sr Consultant (Plg.)  
Sh. Ajay Talwar, Asstt.  
Ms Bina, Attendant  
Shri Sita Ram Sharma, Caretaker – to arrange for the vehicle  
Vice-Chancellor's office  
Registrar's office

Director (IT)