



दिल्ली विश्वविद्यालय  
University of Delhi  
दिल्ली Delhi-110007

कार्यालय संयुक्त कुलसचिव (संपदा)  
O/o the Joint Registrar (Estate)

Ref. No. ESTATE/076/Space\_Audit/D-5337/4510

Dated: 02.11.2022

**OFFICE ORDER**

As per recommendation of the Space Audit Committee, the Competent Authority of the University has approved the following allotment of rooms/floor in Social Science Building & USIC Building (Near University Press) for its appropriate utilization by the concerned Departments:

S. No.	Room nos./Floor	Allotted to
<b>Social Science Building</b>		
1.	Three rooms at Ground Floor currently in possession of Dr. Surender Kumar, Dr. Manisha Chaudhary and Ms. Kumari Khushboo, Department of History	Possession taken over from Department of History and handed over to the Estate Section.
2.	#Committee Room, Ground Floor	Allotted to Department of African Studies. The Head, Department of History is requested to handover the possession and key to the Department of African Studies.
<b>USIC Building (Near University Press)</b>		
3.	1. Entire 5 <sup>th</sup> Floor of the USIC Building 2. Room No. G-6 (Ground Floor) of USIC Building. 3. <b>Open Terrace Area</b> • University Press Building (50x50 approx.) adjoining with 2 <sup>nd</sup> floor of the USIC Building. • Geology Section cutting Lab.	Allotted to the Director, DUCC for utilization of space for office purpose on temporary basis.

# The Committee Room shall commonly be used by all the departments located in the building on simple request to the Head, Department of African Studies, subject to availability. Further, the Office of the African Studies will have to maintain a booking register and booking preference will be given on first application basis.

2. The Head, Department of History is requested to allow the housekeeping workers to maintain the cleanliness of History Museum situated at Ground Floor in presence of caretaker.

3. The Dean, Faculty of Social Science is requested to direct the concerned department of the building to prepare a list and weed out the disposable items laid down here and there in entire building with the assistance of the A.R. (Proc. & Store).

4. The Heads of the Department of History, Political Science, East Asian Studies and African Studies are requested to keep a key of all the faculty rooms in concerned office and keys of class rooms/labs and seminar room at the caretaker.

5. The Head, Department of Geology is requested to clear the stairs area stocked/ blocked with broken furniture and prepare a list to weed out the disposable items laid down here and there in entire building with the assistance of the A.R. (Proc. & Store). It is also requested to keep a duplicate key of entire faculty rooms/labs situated in USIC building in his office.

6. The Joint Registrar (Teaching/Non-Teaching) is requested to take necessary action for appointment of Curator and attendant in the Department of History.

7. The Office of the Chief Engineer is requested to make a vision panel in each and every door of office/labs/class rooms/faculty room situated in Social Science Building & USIC Building and construct temporary strong structure at the open terrace space allotted to the Director, DUCC. It is further, requested to look after the electric/civil work required on the above allotted rooms/floor/Lab (if any) on priority basis.

This is issued with the approval of the Competent Authority.

Yours faithfully,

Joint Registrar (Estate)

Copy to:

1. The Dean, Faculty of Social Sciences, University of Delhi, Delhi-110007
2. The Director, DUCC, University of Delhi, Delhi-110007.
3. The Head, Department of Geology/ Political Science/History/African Studies/East Asian Studies, University of Delhi, Delhi-110007.
4. The Chief Engineer, University of Delhi, Delhi- 110007.
5. The Chief Security Officer, University of Delhi, Delhi-110007.
6. The Joint Registrar (Estab.)/Assistant Registrar (Proc. & Store), University of Delhi, Delhi-110007.
7. The Sanitary Inspector, University of Delhi, Delhi-110007
8. The Caretaker, USIC/Social Science Building, University of Delhi, Delhi-110007

Section Officer (Estate)

कमरा संख्या-110(प्र.त.), नया प्रशासनिक खंड, दिल्ली विश्वविद्यालय, दिल्ली-110007

Room No.110(FF), New Administrative Block, University of Delhi, Delhi-110007