



**UNIVERSITY WORKS DEPARTMENT**  
**GURU JAMBHESHWAR UNIVERSITY OF SC. & TECHNOLOGY, HISAR**  
(Established by State Legislature Act 17 of 1995)  
'A' GRADE NAAC Accredited

**NOTIFICATION**

This is in continuation to our earlier correspondence regarding booking of Ch. Ranbir Singh Auditorium. It has been observed that requests for requisition of Seminar Hall/Auditorium are being sent directly to the Registrar/Vice-Chancellor resulting thereby clash of dates of various programmes in recent times. It is therefore requested that only after getting the confirmation of availability of the auditorium from University Works Department, booking may be got allowed from competent authority. Hon'ble Vice chancellor is the only authority to allow the booking of the auditorium. The people from Haryana/outside Haryana also book the Main Hall/Seminar Halls on rent basis. So most of the time it remains booked. In addition to this, requisition for booking of Auditorium/Seminar Halls are being sent only one or two days before the date of event/programme. Most of the staff deputed in Ch. Ranbir Singh Auditorium is through HKRN. The University is bound to follow the guidelines of Government of Haryana in respect of their leave/holidays. For conducting any programme/event in Ch. Ranbir Singh Auditorium/Seminar Halls in an effective manner, proper time and manpower is required. It will be possible only when the information of booking of Ch. Ranbir Singh Auditorium/Seminar Halls is received in the University Works Department well in advance. It is once again requested to all concerned that requisition for use of Seminar Hall/Auditorium be sent to the University Works Department at least 10 days before the actual date of event/programme in prescribed performa (see overleaf). The copy of performa is also available on the University website [www.gjust.ac.in](http://www.gjust.ac.in).

University Works Department is very well aware that Ch. Ranbir Singh Auditorium facility is for our students and staff. But it is our duty to make the optimum use of this facility. The operating cost of Main Hall and Seminar Halls is very high. So simple events/rehearsals of any cultural programme must be avoided in Ch. Ranbir Singh Auditorium.

Endst. No. SE/2023/ 2061-65

Date: 13.10.2023

Superintending Engineer

Copy of above is forwarded to the following for information and further necessary action:-

1. All Deans/Directors/Chairpersons/Incharges/Branch officers, GJUS&T Hisar.
2. Executive Engineer (E.Mtc.), UWD, GJUS&T, Hisar.
3. SDE (Elect.), UWD, GJUS&T Hisar.
4. OSD to Vice-Chancellor (for kind information of the Vice-Chancellor), GJUS&T, Hisar
5. Secretary to Registrar (for kind information of the Registrar), GJUS&T Hisar.

Superintending Engineer