



**University IT Services Branch**  
Gobind Singh Indraprastha University  
Sector 16-C, Dwarka, New Delhi 110078

Ref: GGSIPU/IPU/2020-21/.....141  
Dated: 07/07/2020.....

**OFFICE ORDER**

University is providing email services under domain " ipu.ac.in " for University employee and Students (USS) through the collaboration with Google Inc. under Google Apps for Education plan.

As policy matters, guidelines to issue the email id as under:

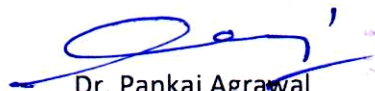
**I. Employees**

- a. The email id will be provided to the regular employees, on deputation and on contract (on University payroll system) on their requests received through the dully filled Performa and get signed by Dean / Head of USS / Branch.
- b. The allotted official email Id to the employee will be withdrawn, if the University employee is on deputation, EOL, superannuated, termination, expiry of contract period.

**II. Students**


- a. Email Id of University may be provided to all the students enrolled in USS on their requests in the provided format and get signed by Dean of USS for the duration of University programme structure only. Thereafter the allotted email id will be withdrawn automatically by default. No claim of email facility will be entertained.
- b. Regarding withdrawal of email id for Ph.D. students, the Examination branch will provide the data for up-dation purpose.

This issues with the approval of competent authority.

  
Dr. Pankaj Agrawal  
Dy. Registrar, UITS

Copy for information to:-

1. All Deans / Directors / COE / COF / In-Charge, UIRC /JR/DR/Branch, Heads
2. AR to Hon'ble Vice Chancellor
3. AR to Registrar
4. UITS – To upload on University
5. Guard File

  
Sh. Jitesh Kumar Mehra  
Section Officer, UITS