



Guru Gobind Singh Indraprastha University

"A State University established by the Govt. of NCT of Delhi"
Sector-16C, Dwarka, New Delhi-110078

CIRCULAR

Dated: 20/11/25

Sub: Regarding Implementation of E-Office in GGSIP University.

It is in continuation of University circular dated 21.10.2025 for the effective implementation and smooth functioning of the E-Office system across University Schools of Studies, Departments, and Branches, the following actions are to be taken:

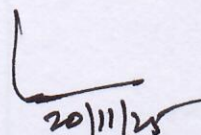
S.No	Domain	Action to be taken by;
1.	READINESS OF HARDWARE AND SOFTWARE SYSTEM: The Secretary, TTE highlighted that hardware and software system is most important for effective delivery of e-office and also reviewed the current status of available hardware and software system from participants and stressed the need for thorough analysis of system adequacy and compatibility with ongoing availability. In case of any gap in availability, consultation with designated resource persons must be undertaken on priority	EMD Manager/UITs, IP University to coordinate with all Deans/Directors/ Branch Heads.
2.	READINESS OF FILES: The Secretary, TTE highlighted the necessity of proper classification of departmental files to ensure easy access and digital preservation. Files needs to be segregated into live files (current) and records room files (old). Scanning of old/archived files to be carried out in a phased manner, ensuring completeness and proper indexing and for this a Nodal Officer to be nominated for tracking and digital storage and enhance e-office efficiency. Identifying no. of files and no. of Pages to be scanned.	Nodal officer to be nominated by All Deans/Directors/ Branch Heads of the Schools/ Centers/Branches.
3.	SCANNING OF RECORDS/FILES: For voluminous files / records, special emphasis was laid on leveraging NICS empanelled vendors for scanning as per details provided in Annexure-1, Para 14 of Department of Information Technology (DoIT) guidelines. In this regard, it was further stressed that:- Universities/Institution/ITIs must prepared a tentative estimate of the number of pages (including noting sheets, correspondence, and legal-sized papers) to enable proper planning by the vender.	Scanning coordinator to be nominated by All Deans/Directors/ Branch Heads of the Schools/ Centers/Branches

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4.	ADEQUATE SPACE must be provided to vender to complete the scanning phase smoothly. For scanning of old/records room documents, space closer to the records room should be allocated to the vendor to ensure seamless movement and storage of files during the scanning process. All the scanned record of files must be stored in 2 or 3 hard disks at different location for safety of data.	<i>Estate Branch may provide the one vacant room adjacent to NSS/University School of Liberal Arts; EMD Manager/UITs & Purchase may provide the Two Desktops, Three Hard Disks of 5 TB each, Internet facility, Adequate Qty of Slotted Angle Racks/almirah, Three Tables with 06 chairs, GA Branch is requested to provide Intercom Facility.</i>
5.	READINESS OF MANPOWER FOR E-OFFICE OPERATIONS: The Secretary, TTE observed that staff members, including data operator, IT Assistants, dealing hands and other University/Institution staff must be fully trained to operate the e-office platform efficiently and accordingly training may be conducted for ensuring error-free digital processing.	<i>EMD Manager, UITs, IP University will give training all officers & supporting staff with Dean/Directors/ Branch Heads so that all may be trained to operate the e-office platform efficiently & error-free digital processing</i>
6.	E-OFFICE ACCOUNTS AND THEIR TRAINING PROGRAM.	<i>EMD Manager will coordinate with e-office team of Delhi Govt. for creation of accounts of e-office users of University and make arrangement for their e-office training programs.</i>

Accordingly, all Deans, Directors, and Branch Heads of the University are requested to strictly adhere to the instructions mentioned above.

As this is a time-sensitive initiative, your early and proactive action is solicited.

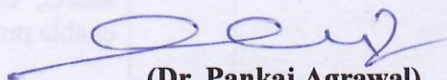

(Dr. Kamal Pathak)
Registrar

Copy for information to:-

1. A.R. to VC Sectt. GGSIPU
2. OSD to VC, GGSIPU
3. AR. to Registrar, GGSIPU

Copy for information and necessary action to:-

1. All Deans, Directors, and Branch Heads, GGSIPU
2. Director, Incharge (EDC), GGSIPU
3. Project In-charge, UITs with a request to upload a copy of the circular on University website.
4. EMD Manager, E-office.


(Dr. Pankaj Agrawal)
Nodal Officer (Admin)