



Guru Gobind Singh Indraprastha University

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

CIRCULAR

Dated: 21/10/2025

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

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:

1. **Readiness of Hardware and Software Systems:** The availability of appropriate hardware and software is critical for the successful implementation of E-Office. If there is any gap in availability, it must be immediately brought to the notice of the designated resource persons for necessary action on priority.
2. **Readiness of Files:** There is an urgent need for the proper classification of files maintained by the Schools/Departments to ensure easy access and digital preservation. Files must be categorized into:
 - i. Live Files (current/active)
 - ii. Archived Files (to be moved to the Records Room)The scanning of old/archived files will be initiated shortly in a phased manner, ensuring both completeness and proper indexing.
3. **To facilitate this process:**
 - i. Each University School of Studies/Department/Branch must nominate a Nodal Officer for coordination, tracking, and digital storage.
 - ii. A tentative estimate of the number of pages (including noting sheets, correspondence, and legal-sized documents) to be scanned must be prepared.
 - iii. The estimate should include the number of files and number of pages to assist with vendor planning and resource allocation.
4. **Readiness of Manpower for E-Office Operations:** All staff under the respective Schools/Departments/Branches will undergo comprehensive training to ensure the efficient and error-free use of the E-Office platform. This initiative is a mandatory and time-bound digital transformation of office procedures. All concerned are expected to extend full cooperation.

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.

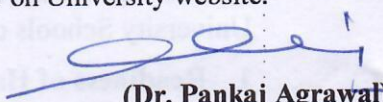
21/10/25
(Dr. Kamal Pathak)
Registrar

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.


(Dr. Pankaj Agrawal)
Nodal Officer

21/10/22
(Dr. Pankaj Agrawal)
Registrar