



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
"A State University established by the Govt. Of NCT of Delhi"  
**SECTOR-16 C, DWARKA, NEW DELHI-110078**  
**(Personnel Branch-II)**

25

F.No. F1(6)(49)/2023/Pers.-II/ 4574

Dated: the 03<sup>rd</sup> October, 2023

**NOTICE**

**Subject: Information of Employees for Samarth Portal (Teaching & Non-Teaching)**

This is to inform all employees of the University that University IT Services Cell (UITS) is procuring information/data of employees (Regular/Contract) for incorporating the same on Samarth Portal for implementation of various modules.

System Administrator, UITS has observed that data/information provided by the Personnel Branch is not complete in all format, like mobile number of employee is incorrect or not provided, email ids at university domain (ipu.ac.in) is not provided or available.

On the basis of above points, to fulfill the accurate information of all University employees for generation of Samarth Portal, a format is attached herewith for submission of requisite details.

All employees (Teaching & Non-Teaching) will fill two copies of form and submit one copy to the System Administrator, UITS and another copy at Personnel Branch after creating the email id at University domain i.e. ipu.ac.in, duly signed by System Administrator to ensure that all the Teaching and Non-Teaching employees are updated their data within a week from issuance of a notice (upto 10.10.2023).

The System Administrator, UITS is requested to provide a soft copy to Personnel Branch after updating of employee's data (Teaching/Non-Teaching) on Samarth Portal.

(P.R. SANTHANAM)  
DEPUTY REGISTRAR (P-I)

F.No. F1(6)(49)/2023/Pers.-II/

Dated: the October, 2023

**Copy forwarded to the following for information and necessary action please:-**

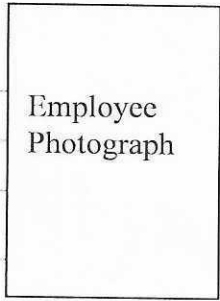
1. OSD to Hon'ble Vice Chancellor, GGSIP University
2. All Deans/ Directors, GGSIP University
3. Controller of Finance, GGSIP University.
4. Controller of Examinations-I & II, Examination Division, GGSIP University.
5. Supdt. Engineer, UWD, GGSIP University.
6. Incharge Library, UIRC, GGSIP University.
7. Head UITS, with request to upload the Notice on University website.
8. Assistant Registrar, Office of the VC's Secretariat, GGSIP University
9. Assistant Registrar, Office of the Registrar, GGSIP University.
10. Guard File

(NAVEEN KUMAR BUDHIRAJA)  
ASSISTANT REGISTRAR (P-II)



**Information of Employees for Samarth Portal**  
**(Teaching & Non-Teaching)**

1. Emp. Code	:	_____
2. Title (Mr./Mrs./Miss/Dr.)	:	_____
3. Name of the Employee (As per University records)	:	First Name : _____
	:	Middle Name : _____
	:	Last Name : _____
4. Gender (Male/Female/Others)	:	_____
5. Category (SC/ST/OBC/Gen)	:	_____
6. Email ID at University domain (@ipu.ac.in)	:	_____
7. Main Mobile No.	:	_____
8. Secondary Mobile No. (if available)	:	_____
9. Department Name	:	_____
10. Designation	:	_____
11. Nature of Employment (Regular/Deputation/Contract/ Outsource)	:	_____
12. Type of Employment (Teaching/Non-Teaching)	:	_____
13. Date of Joining University	:	_____
14. Tenure/Retirement Date	:	_____
15. Residential Address (As per University records)	:	_____
	:	_____



Date: \_\_\_\_\_  
Place: \_\_\_\_\_

**Employee Signature**

**Signature of Dean/HOD  
(USS/Department)**

(To be filled by UITS Cell, regarding ensure of updating of complete information on Samarth Portal)

Remarks if any \_\_\_\_\_

**System Administrator (UITS)**

**Head (UITS)**

**Deputy Registrar (Personnel-I/II)**