

File No.F1(6)(15)/2025/Estt.(N.T.)/ 6962

Dated: the 09th October, 2025

ORDER

The Competent Authority, Guru Gobind Singh Indraprastha University is pleased to appoint Dr. Pankaj Agrawal, Dy. Registrar as Nodal Officer (Admin) for eOffice implementation in the University.

Role and Responsibilities of Nodal Officer (Admin) for eOffice shall be as under:-

- (i) Nodal officer should be responsible for boarding GGSIPU on eOffice platform.
- (ii) Nodal officer shall fill up the eOffice prerequisite templates (<http://it.delhi.gov.in>).
- (iii) The Nodal officer shall arrange for creation of Govt./NIC email ID for eOffice purpose as per Govt. of NCT of Delhi guidelines.
- (iv) The Nodal officer shall apprise all eOffice users regarding availability of options of moving e-files in eOffice from one account to another using 'DSC' or 'e-sign' or 'Send' button.
- (v) The Nodal officer shall ensure to maintain correctness of records in eOffice platform all the time by updating activation and de-activation status of employee data for newly joined employees in the University or officer/official getting relieved/retired /dead /suspended etc.
- (vi) The Nodal officer shall assess the eOffice training requirement for the University and will coordinate with IT Department, Govt. of NCT of Delhi for orientation and training of Officers/Officials and local EMD Manager.

Further, the Competent Authority has appointed Shri Ajeet Pratap, Assistant Technical Officer, UITS as Employee Master Data (EMD) Manager. He will provide technical support to Nodal Officer (Admin) by providing data of University employees for creation of account in eOffice.

The above list is illustrative only and not exhaustive one. All functions and incidental & connected issues therewith shall be performed in a cohesive and coordinating manner.

However, officer concerned, will not be entitled for any additional remuneration on this account and will continue to draw their salary and admissible allowance as per existing terms and conditions.


(Dr. KAMAL PATHAK)
REGISTRAR

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

1. OSD to Hon'ble Vice Chancellor, GGSIP University, New Delhi.
2. All Directors/Deans/Branch Heads, GGSIP University, New Delhi.
3. Controller of Finance, GGSIP University, New Delhi.
4. Controller of Examinations-I & II, GGSIP University, New Delhi.
5. Superintending Engineer, UWD, GGSIP University, New Delhi.
6. Project Director, UITS, GGSIP University with request to upload this order on University website.
7. AR to Vice Chancellor, GGSIP University, New Delhi.
8. AR to Registrar, GGSIP University, New Delhi.
9. Officer concerned, GGSIP University, New Delhi.
10. Personal file of Officer concerned.
11. Guard File.


(Dr. KAMAL PATHAK)
REGISTRAR