



Guru Gobind Singh Indraprastha University
(A State University established by the Government of NCT of Delhi)
Sector 16-C, Dwarka, New Delhi 110078



University IT Services Cell

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Ref.: GGSIPU/UITs/notice/ 1164

Date : 13/12/2024

Notice

Competent Authority has approved to deploy software-based sanctioning of CL and file monitoring system.

In this regard, a Login ID has been created of all employees of the university in Samarth portal. Following data may please be provided to undersigned to assign responsibility in the portal for authorization:

1. Authorization of approval for CL

Sr. No.	Name of the Employee	Employee ID	Email ID	Mobile No.	Designation of authorized person for granting CL (Dean/Head/DR/CoF/CoE/Registrar/Director)	USS/Dept.

2. Authorization for file monitoring system

Sr. No.	Name of the Employee	Employee ID	Email ID	Mobile No.	Designation of authorized staff	USS/Dept.

All are requested to provide above data by 20-December 2024. The training of software shall be scheduled to enable the roll out of the above facility from 1-January 2025.

Project Director, UITs

Copy to:

1. Dean/Director/Project Director of all USS/Centres
2. Registrar, GGSIPU
3. CoE/CoF, GGSIPU
4. Branch Head (Estt./Acad/purchase/affiliation/Estate/PRO/Coordination), GGSIPU
5. I/C University website for uploading
6. Guard file

(System Administrator, UITs)
Email: sauits@ipu.ac.in

GGSIU/University IT Services
File No. 1164
Date: 13-12-2024