



UNIVERSITY IT SERVICES BRANCH
Guru Gobind Singh Indraprastha University
 Sector-16 C, Dwarka, Delhi – 110078

E-MAIL [@IPU.AC.IN] FACILITY - UNIVERSITY EMPLOYEES
 (New Email Id / Reset Password purpose)

Schools / Branch Name

Employee Name

Employee Designation

Pay Scale / Grade

Employee Code(Tick on: Regular... / Contract.....)

Date of Appointment

Date of Retirement / Expiring
of Contract period

Mobile Number

Employee's E-Mail address
(Other than ipu.ac.in email Id)

University E-Mail id
(Desired / Allotted)

Reason for University E-Mail
id / Change of Password

I confirm the following:

1. I have enclosed copy of my University I-Card / Appointment Letter
2. I shall not share my user credential to anyone & use it for University Purpose.
3. I shall be fully liable for any illegal activities observed through my user id.
4. I shall inform the UITS when I leave the University & surrender my University Email Account.

University Employee Signature

Signature of Dean / Branch Head
 With Office Stamp
 Date:

To be filled by UITS, GGS Indraprastha University

Remarks (If any)

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In-Charge, UITS