

MOST URGENT



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in

☎ 25302113, 25302114

Ref.: GGSIPU/UITSI/2015/080

Date... 26/5/15

ORDER

File Monitoring System has already been implemented in the University. The link is available on the University Website (<http://ipu.ac.in/home/emplogin.htm>). This system is an integrated package, which has features right from diarizing of receipts/files, updating its status, opening of new files, tracking the movement of the files, dispatch of letters/files and finally record management.

The training of personnel nominated by division/sub-divisions heads has already been completed and the individuals have been provided with login ID and password for the system.

All Branch Heads must ensure the file movement of their division through file monitoring system. Further, any assistance required regarding technical /login ID and password may be sought from UITSI Cell.

The order may be strictly adhered to, for compliance.


(Rajiv Kale)
Registrar

Distribution:

- i) All Deans/Directors/COF/COE (P), COE(O)/Librarian
- ii) SE, UWD
- iii) Chief Warden
- iv) All JR/DR/Branch Head
- v) Proctor
- vi) DR (PRO)
- vii) AR to Hon'ble Vice Chancellor – for kind information please
- viii) AR to Registrar – for kind information please
- ix) Head-UITSI – with a request to upload on University website
- x) Guard file



UITSI/ 080
Date.. 26/5/15