



# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi-110078 Website: <http://ipu.ac.in>

F.No. IPU/UITs/upload/2019/307

Dated : 23.10.2019

## CIRCULAR

### Subject: Regarding uploading of Notices/ Circulars

All Deans of the School of Studies and Branch Heads of the University are requested to forward notices/ Circulars/ Order and other relevant document/ data to be uploaded on university's website from their departmental official email only.

Due to scarcity of technical manpower at UITs, it will be appreciable if the scanned document(s) in PDF format to be emailed to UITs mail i.e., [upload@ipu.ac.in](mailto:upload@ipu.ac.in) atleast 24 hours in advance during working days.

All schools / Departments may please ensure that their information available on University website are correct, relevant and up-to date.

This issue with the approval of competent authority .



(Pankaj Agrawal)

Dy. Registrar / Additional Charge of Head, UITs

#### **1. Copy for information and necessary action please**

- i) All Deans/Directors/COE/COF/In-charge, UIRC /EE,UWD/JR/DR/Branch Heads
- ii) AR to Hon'ble Vice Chancellor
- iii) UITs Cell, -to upload on University website.
- iv) Guard file

#### **2. Copy for necessary action please**

The data upload / updation of website will be made by following officers:

- (i) For all schools, T.J. Rajkumar
- (ii) For all administrative department, Mr. Ajeet Pratap



(Pankaj Agrawal)

Dy. Registrar / Additional Charge of Head, UITs