



No. GBU/ADM/188/2023-24/1317

Date: 03/03/2025

**OFFICE ORDER**

**Subject: Implementation of Signatures in Email Communications for All GBU Admin Staff, Faculty and Outsourced Staff**

Ref.: Approved note: GBU/ITS/e-file/265/2023/0205/Admin/Note69 dated 01/03/2025

To improve the security and authenticity of official emails at Gujarat Biotechnology University (GBU), all admin staff, faculty and outsourced staff members are required to use digital signatures in their emails. This step ensures professionalism and compliance with important policies and standards.

**The implementation of digital signatures aims to:**

1. Confirm the identity of the sender to the recipient, ensuring credibility in communications.
2. Protect email content from unauthorized alterations.
3. Strengthening trust in official emails is part of GBU's digital communication system.

**Implementation Guidelines:**

1. All staff members are required to integrate digital signatures into their email systems.
2. **Staff who use departmental email accounts must ensure their emails include a valid digital signature to clearly identify the user.**

As per **Annexure-I**, it is mandatory to include your signature when using those email addresses.

For assistance or queries regarding the digital signatures, staff are advised to contact the IT Department at [it@gbu.edu.in](mailto:it@gbu.edu.in).

**Sd/-  
Registrar**

**Encl: Annexure-I**

**Copy to:**

- GBU All Admin Staff, Faculty and Outsourced Staff





### Annexure-I

<a href="mailto:pa2dg@gbu.edu.in">pa2dg@gbu.edu.in</a>	<a href="mailto:phd@gbu.edu.in">phd@gbu.edu.in</a>
<a href="mailto:pa2director@gbu.edu.in">pa2director@gbu.edu.in</a>	<a href="mailto:hostels@gbu.edu.in">hostels@gbu.edu.in</a>
<a href="mailto:pa2registrar@gbu.edu.in">pa2registrar@gbu.edu.in</a>	<a href="mailto:events@gbu.edu.in">events@gbu.edu.in</a>
<a href="mailto:academics@gbu.edu.in">academics@gbu.edu.in</a>	<a href="mailto:recruitment@gbu.edu.in">recruitment@gbu.edu.in</a>
<a href="mailto:admission@gbu.edu.in">admission@gbu.edu.in</a>	<a href="mailto:exams@gbu.edu.in">exams@gbu.edu.in</a>
<a href="mailto:itsupport@gbu.edu.in">itsupport@gbu.edu.in</a>	<a href="mailto:ibt-projects@gbu.edu.in">ibt-projects@gbu.edu.in</a>
<a href="mailto:estate@gbu.edu.in">estate@gbu.edu.in</a>	<a href="mailto:ebt-projects@gbu.edu.in">ebt-projects@gbu.edu.in</a>
<a href="mailto:establishment@gbu.edu.in">establishment@gbu.edu.in</a>	<a href="mailto:cif@gbu.edu.in">cif@gbu.edu.in</a>
<a href="mailto:purchase@gbu.edu.in">purchase@gbu.edu.in</a>	<a href="mailto:ecbc@gbu.edu.in">ecbc@gbu.edu.in</a>
<a href="mailto:store@gbu.edu.in">store@gbu.edu.in</a>	<a href="mailto:ir@gbu.edu.in">ir@gbu.edu.in</a>
<a href="mailto:accountant@gbu.edu.in">accountant@gbu.edu.in</a>	<a href="mailto:gbu-pbt-project@gbu.edu.in">gbu-pbt-project@gbu.edu.in</a>
<a href="mailto:library@gbu.edu.in">library@gbu.edu.in</a>	<a href="mailto:rce@gbu.edu.in">rce@gbu.edu.in</a>
<a href="mailto:registry@gbu.edu.in">registry@gbu.edu.in</a>	<a href="mailto:libuser01@gbu.edu.in">libuser01@gbu.edu.in</a>
<a href="mailto:lab.tech@gbu.edu.in">lab.tech@gbu.edu.in</a>	<a href="mailto:libuser02@gbu.edu.in">libuser02@gbu.edu.in</a>
<a href="mailto:uoe.coordinator@gbu.edu.in">uoe.coordinator@gbu.edu.in</a>	<a href="mailto:libuser03@gbu.edu.in">libuser03@gbu.edu.in</a>
<a href="mailto:tender@gbu.edu.in">tender@gbu.edu.in</a>	<a href="mailto:libuser04@gbu.edu.in">libuser04@gbu.edu.in</a>
<a href="mailto:iccgbu@gbu.edu.in">iccgbu@gbu.edu.in</a>	<a href="mailto:libuser05@gbu.edu.in">libuser05@gbu.edu.in</a>
<a href="mailto:admissionquery@gbu.edu.in">admissionquery@gbu.edu.in</a>	<a href="mailto:career@gbu.edu.in">career@gbu.edu.in</a>
<a href="mailto:placementcell@gbu.edu.in">placementcell@gbu.edu.in</a>	<a href="mailto:info-gbu@gujarat.gov.in">info-gbu@gujarat.gov.in</a>
<a href="mailto:bioinfo-projects@gbu.edu.in">bioinfo-projects@gbu.edu.in</a>	
<a href="mailto:erp.manager@gbu.edu.in">erp.manager@gbu.edu.in</a>	*
<a href="mailto:erp.coordinator@gbu.edu.in">erp.coordinator@gbu.edu.in</a>	
<a href="mailto:erp-account@gbu.edu.in">erp-account@gbu.edu.in</a>	
<a href="mailto:internationalstudents@gbu.edu.in">internationalstudents@gbu.edu.in</a>	
<a href="mailto:social.media@gbu.edu.in">social.media@gbu.edu.in</a>	

\* Not limited to.

