



GUJARAT BIOTECHNOLOGY UNIVERSITY

Department of Science and Technology,
Government of Gujarat

No.: GBU/GSDGF/e-file/265/2026/0387/IT/453

Date: 14/10/2026

CIRCULAR

Subject: Submission of Personal Data Consent Form through GBU ERP Portal in accordance with the Digital Personal Data Protection Act, 2023

Ref.:

- Government Resolution regarding Constitution of Departmental Data Committee (DDC) under the Gujarat State Data Governance Framework (GSDGF) dated 12/06/2026
- Communication received from the Department of Science & Technology, Government of Gujarat regarding nomination of Sub Data Officer (SDO) and submission of the Personally Identifiable Information (PII) Register dated 17/07/2026
- GBU IT Office Order No.: GBU/Correspondence/e-file/265/2026/0231/IT/278 dated 24/07/2026

With a view to facilitating compliance with the applicable provisions of the Digital Personal Data Protection Act, 2023 (DPDP Act) and strengthening data governance practices at GBU, and in pursuance of the directions received from the Department of Science & Technology, Government of Gujarat, GBU has nominated Mr. Bhadreshsinh Gohil, SA & HoD, IT, as Sub Data Officer (SDO-1) and Mr. Kushang C. Jani, ICT Officer, as Sub Data Officer (SDO-2) to coordinate and facilitate matters relating to data governance and associated compliance requirements.

Following the review meeting held at the Department of Science & Technology (DST), Government of Gujarat, it has been directed to obtain duly submitted consent forms from all concerned users who are part of online web application and other online services. Accordingly, all registered users, including regular employees, faculty members, project staff, students and other users are requested to carefully read the Personal Data Consent Form, which outlines the categories of personal data processed, the purposes of processing, the role of authorised persons and Data Processors, and the rights of users under applicable law, and **submit their consent through the GBU ERP Portal within 15 days from date of issuance of this Circular**. All concerned users are also advised to familiarise themselves with the relevant provisions of the DPDP Act, 2023.

All consent records submitted through the ERP Portal shall be maintained digitally within the ERP System under the administrative control of the IT Department, GBU. The IT Department shall monitor the submission status and maintain user-wise records of consent received and pending.

All Heads of Departments and concerned officials are requested to bring this Circular to the notice of their subordinate staff and ensure timely compliance. All users are advised to complete the process within the stipulated period.

(Dr. J C Lilani)
Registrar

To:

1. All Heads of Departments
2. All faculty members, officers and staff of GBU

Copy forwarded with compliments to:

- PA to DG, GBU
- Director, GBU

