



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, New Delhi-110078

F.1(6)(29)/2022/P-II/ 5872

Dated the 15th December, 2022

ORDER

It has been observed that many PUCs/Fresh receipts are put-up by the concerned branch officers/officials on the separate and independent files instead of processing them in the main original files, thereby, making it difficult to draw cohesive, conclusive and inclusive inference on the proposal on file with past history of the case.

Apart from that, on many files, no space on the last note-sheet is left by the concerned branch while processing the file for approval of the Competent Authority for recording their remarks/observations. This has been considered inappropriate by the Competent Authority and has desired that, henceforth, all the Branch In-charge shall ensure that:

- (i) All the PUCs/fresh receipts/communications are put-up on the main file and wherever the main file has become too bulky, a separate file be opened with clear cut remarks on the note-sheet of that file that the instant PUC has been submitted on the part file with reasons thereof and in the part file the numbering of the correspondence and noting portion shall be in continuation of the serial number of the original file serial number to maintain the continuity.
- (ii) On those files where approval of the Higher Authority is sought, a separate blank note-sheet shall be tagged and on the continuing note-sheet enough blank space be left for the recording of remarks/observations of the Competent Authority.

The above instructions shall be scrupulously followed in all the cases and concerned Branch In-charge shall ensure the true compliance of these guidelines.

This issues with the prior approval of the Competent Authority.


(SUNITA SHIVA)
REGISTRAR

F.1(6)(29)/2022/P-II/ 5872

Dated the 15th December, 2022

Copy forwarded to the following for information & necessary action:

1. All Deans/Directors, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examination-I & II, GGS Indraprastha University.
4. OSD to Hon'ble VC, GGS Indraprastha University.
5. All branch heads/DRs/DLs/ARs/ALs, GGS Indraprastha University.
6. Asstt. Registrar, VC Secretariat, GGS Indraprastha University.
7. Asstt. Registrar, O/o the Registrar, GGS Indraprastha University.
- ✓ 8. Head (UITS), GGS Indraprastha University. *for uploading on University website*

(BHUPINDER SINGH)
DEPUTY REGISTRAR(PERS.-II)