



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

No. F.1(6)(29)/2022/Estt.-NT/ 10614

Dated the 30th January, 2025

ORDER

Attention of all the Branch In-charge are hereby drawn to this University's order of even number dated 15.12.2022, whereby instructions were issued with regard to processing of files.

In spite of the above order, it has been observed that some schools/department/branches are still not adhering to the instructions issued in the aforesaid office order dated 15.12.2022. Hence, it is once again reiterated that all Branch In-charge should ensure the following:-

- (i) There should be proper numbering of paragraphs in the note-sheet and proper numbering of pages in the correspondence side.
- (ii) 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.
- (iii) 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.
- (iv) Every file should contain proper file number allotted by the Establishment Branch for identification of file.
- (v) A copy of the rule provisions/norms/guidelines etc. concerning with the subject matter under examination on file be referred by incorporating all the previous references and the same shall be recorded on the note-sheet with proper page number of either side i.e. correspondence/note-sheet, as the case may be. Further, all important instructions may also be suitably flagged.

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.

(DR. KAMAL PATHAK)
REGISTRAR

No. F.1(6)(29)/2022/Estt.-NT/

Dated the 30th January, 2025

Copy forwarded to the following for information & necessary action:

1. OSD to Hon'ble VC, GGS Indraprastha University.
2. All Deans/Directors, GGS Indraprastha University.
3. Controller of Finance, GGS Indraprastha University.
4. Controller of Examination-I & II, 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 with a request to upload on the University website.

(BHUPINDER SINGH)
DEPUTY REGISTRAR(ESTT.-NT)