



S.No.-~~१८.३५~~./Estt/Adm/2025

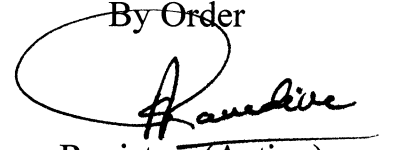
Bilaspur, Date.~~२४/०९/२०२५~~

ORDER

It has come to the notice that the directives circulated through Office Order No. 2729/Estt/Adm/2024 dated 08-08-2024, regarding submission and movement of various files/ notesheets are not being fully complied by some of the Departments/ Sections of the University.

It is once again directed to ensure the directions given in the order dated 08-08-2024 (Copy enclosed), failing which, the files/ notesheets shall not entertained.

By Order


Registrar (Acting)

EndtNo.-~~१८.३६~~./Estt/Adm/2025

Bilaspur, Date.~~२४/०९/२०२५~~

1. PS/PA to HVC/Registrar, for kind information to Hon'ble Vice Chancellor/ Registrar
2. All Deans/Heads of all Departments/Controlling Officers, for information and compliance.
3. Finance Officer/Internal Audit Officer, for information.
4. Director IQAC/Media Cell/ I/c IT Cell, for information.
5. Office copy


Assistant Registrar (Admn)

गुरु घासीदास विश्वविद्यालय

केन्द्रीय विश्वविद्यालय अधिनियम 2009 में 25 अंशगत कानून केन्द्रीय विश्वविद्यालय

(एक द्वारा A++ मान्यता प्राप्त)

कोनी, बिलासपुर-495009 (छ.ग.)

दूरभाष : 07752-260209

ई-मेल: ggvr.registrar@gmail.com, वेबसाइट: www.ggu.ac.in



Guru Ghasidas Vishwavidyalaya

(A Central University Established under the Central Universities Act, 2009 No.25 of 2009)

(A++ Grade Accredited by NAAC)

Koni, Bilaspur-495009 (C.G.)

Phone : 07752-260209

E-Mail : ggvr.registrar@gmail.com, Website : www.ggu.ac.in

S.No.2724 Est./Admn/2024

Dated: 08th August 2024

OFFICE ORDER

It has come to notice that various problems arise due to improper drafting and movement of files by various sections / offices of the University. In order to avoid these difficulties, the following steps should be followed before submitting the file to the competent authority:

1. All files must be routed through the Head of the Department and the Dean of the respective school.
2. Files related to research projects proposals / UC should be routed through the Director, R & D, and the OSD (Development) respectively.
3. Old notesheets of the respective subject should be enclosed with the file.
4. Proper page numbering should be in continuity with the old files.
5. For files related to finance such as advances, imprest, etc., the attached bills should be properly numbered (e.g., 02 bills – 01/02, 02/02). The number of bills attached should also be mentioned in the note sheet by the concerned.
6. For files related to the general expenditure or adjustment of advance, if the expenditure exceeds the sanctioned amount, prior approval from the competent authority must be obtained before submitting the file for reimbursement / adjustment.

All Deans/ Heads / Officers are hereby directed to instruct the faculty members/staff posted in their department for the immediate compliance of above instructions, failing which the respective files shall not be entertained.

By order

Registrar

Copy to:-

1. PS to HVC, for the information of Hon'ble Vice Chancellor, GGU
2. All Deans, School of Studies, GGU
3. All Heads of Departments, GGU
4. All OSDs/Officers, GGU
5. Office Copy

Assistant Registrar (Admin)