



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University
Sub-Post Office, Pin-182320, Jammu & Kashmir, India

REF NO: SMVDU/ADM/15/1369
DATED:- 1st JULY, 2015

CIRCULAR

Sub:- Proper maintenance of Office Records

In order to make the filing and record keeping system in the University more systematic and efficient it is enjoined upon all Deans/ Directors, Section Heads all others concerned to ensure that;

1. All correspondence including Circulars, Notifications, Office Orders and IOC's, properly mention the **subject** of the correspondence.
2. A Register of files available is maintained in each School/Section in which all files are properly entered and indexed. Such indexing is to be completed by 31st July 2015 positively in respect of all Schools / Sections.
3. All files are duly page numbered, both on the CF side as well as on the note sheet side.
4. There shall be only one file on each subject. If a part file needs to be opened on account of the main file being in movement, then it should be merged with the main file as soon as both files come back to the School/Section concerned.
5. In case the file becomes one inch thick then a new file on the same subject should be opened in continuation and marked as, "Part II" while the old file should be marked as, "Part I" and so on, with First and Last dates of the contents on the cover page.

This is issued with the kind approval of the Competent Authority.

Diya Chandra
Registrar

Copy to:

1. All Deans / Directors / Section Heads, for information & compliance.
2. PS to VC for the information of the Hon'ble Vice Chancellor.
3. Webmaster for uploading on the University Website.
4. Order File.