



File No. F1(6)(62)/2024/Estt. (N.T.)/ 8001

Dated the 27th November, 2024

ORDER

Subject: Allotment of file number to all department/Schools/Centres, etc.

1. It has been observed that allotment of file head system in the working of the University was put into the place in the year 1999. Over the passage of time, many new departments/Centre/School have been setup in the University, whereas the mechanism of allotment of file head remains the same causing administrative difficulties.
2. In order to rationalize and re-structured the existing file system with orientation to improve the work culture of all departments of the University to have better accessibility in the location/traceability of files, it has been desired by the Competent Authority to allocate fresh file head to all Departments/USS/Branches/Centre's of the University, as per annexure "A", annexed with the order.
3. An example has also been cited below for the sake of convenience, to the concern departments, to understand the methodology of file head allotment in their departments in accordance with their needs/requirements:-

F.1(1)(1)/2024/ESTT-NT/

In the above file name:-

- (i) F - will represent file
- (ii) 1st -1 will represent Establishment
- (iii) 2nd -1 will represent personal files (sub head of file indicates subject of file of the Estt.)
- (iv) 3rd -1 will represent serial number of the file
- (v) 2024- will represent year of opening (based on Financial Year)
- (vi) ESTT.(NT)- will represent sub branch/section (in this case Establishment (Non-Teaching) Branch)

4. The Competent Authority has desired that, henceforth, every Department/USS/Branch of the University shall have to record proper file number from the head allotted to them on each and every file.
5. Further, this practice shall be adhere to scrupulously. For the newly created Department/USS/Branch, if any, in future, invariably a request is to be made to this department for allotment of fresh file head.

27/11/24
(DR. KAMAL PATHAK)
REGISTRAR

Cont. ...2.

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Dated the 27th November, 2024

Copy forwarded to the following for information & necessary action:

1. OSD to Hon'ble Vice Chancellor, GGSIP University.
2. All Deans/Directors, GGSIP University.
3. Controller of Finance, GGSIP University.
4. COE-I & II, GGSIP University.
5. CVO, GGSIP University.
6. Proctor, GGSIP University.
7. Chief Warden, GGSIP University.
8. Library In charge, UIRC, GGSIP University.
9. Superintending Engineer, UWD, GGSIP University
10. All Branch In-charge (s)/ Joint Registrar (s)/ Dy. Registrar(s)/ Asstt. Registrar(s)/ PRO/ Medical Officer, GGSIP University.
11. Incharge, UITS, with the request to upload the order of University's website.
12. Incharge-General Administration, with reference to office order no. GGSIPU/AR(GA)/Special Campaign 4.0/24-25/135 dated 27.09.2024.
13. Asstt. Registrar, Vice Chancellor Secretariat, GGSIP University.
14. Asstt. Registrar, O/o Registrar (Administration), GGSIP University.
15. Guard file.

27/11
((DR. KAMAL PATHAK)
REGISTRAR

ALLOTMENT OF FILE NUMBER TO ALL DEPARTMENT/SCHOOLS/CENTRES OF GGSIPU

S. No.	Name of Deptt./USS/Centre	No. allotted	Example
1.	Vice Chancellor Secretariat	09	F.9(1)(1)/2024/VCS/
2.	O/o OSD to Vice Chancellor	10	F.10(1)(1)/2024/OSD/
3.	O/o Registrar	11	F.11(1)(1)/2024/REG/
4.	Examination Division	06	F.6(1)(1)/2024/EXAM/
5.	Finance and Accounts	02	F.2(1)(1)/2024/F&A/
6.	Academic Branch	07	F.7(1)(1)/2024/ACAD/
7.	Affiliation Branch	03	F.3(1)(1)/2024/AFFL/
8.	University Information and Resource Centre (UIRC)	08	F.8(1)(1)/2024/UIRC(DWK)/
9.	University Information and Resource Centre (UIRC), East Delhi Campus	08	F.8(1)(1)/2024/UIRC(EDC)/
10.	Central Store	04	F.4(1)(1)/2024/STORE/
11.	COE-II, Examination Division	12	F.12(1)(1)/2024/COE-II/
12.	Co-ordination	13	F.13(1)(1)/2024/CORD/
13.	Estate Branch	14	F.14(1)(1)/2024/ESTAT/
14.	Establishment (Teaching)	01	F.1(1)(1)/2024/ESTT-T/
15.	Establishment (Non-Teaching)	01	F.1(1)(1)/2024/ESTT-NT/
16.	General Administration	15	F.15(1)(1)/2024/GA-I(DWK)/
17.	General Administration, East Delhi Campus	15	F.15(1)(1)/2024/GA-II (EDC)/
18.	Legal Branch	16	F.16(1)(1)/2024/LEGAL/
19.	Vigilance Department	17	F.17(1)(1)/2024/VIG/
20.	Purchase Department	18	F.18(1)(1)/2024/PUR/
21.	Public Relation Office	19	F.19(1)(1)/2024/PRO/
22.	Recruitment Branch	01	F.1(1)(1)/2024/ESTT-REC/
23.	Statistical & Planning	20	F.20(1)(1)/2024/STATS/
24.	University Works Department (UWD)	05	F.5(1)(1)/2024/UWD/
25.	Boys Hostel	21	F.21(1)(1)/2024/B.HOSTEL/
26.	Girls Hostel	22	F.22(1)(1)/2024/G.HOSTEL/
27.	RTI Cell	23	F.23(1)(1)/2024/RTI/
28.	UITS	24	F.24(1)(1)/2024/UITS/
29.	University Health Centre	25	F.25(1)(1)/2024/UHC/
30.	Day Care	26	F.26(1)(1)/2024/DC/
31.	Media Branch	27	F.27(1)(1)/2024/M.BRANCH/
32.	Staff Development Cell (SDC)	28	F.28(1)(1)/2024/SDC/
33.	NSS	29	F.29(1)(1)/2024/NSS/
34.	UIAC	30	F.30(1)(1)/2024/UIAC/
35.	Viksit Bharat @ 2047 Cell	31	F.31(1)(1)/2024/V.BHARAT/
36.	Camp Office of Vice Chancellor	32	F.32(1)(1)/2024/COVC/
37.	O/o Proctor	33	F.33(1)(1)/2024/PROC/
38.	O/o Director, Academic Affairs	34	F.34(1)(1)/2024/DAA/
39.	O/o Director, Research & Consultancy	35	F.35(1)(1)/2024/DRC/
40.	O/o Director, Students Welfare	36	F.36(1)(1)/2024/DSW/

ALLOTMENT OF FILE NUMBER TO ALL DEPARTMENT/SCHOOLS/CENTRES, GGSIPU

S. No.	Name of Deptt./USS/Centre	No. allotted	Example
41.	O/o Director, Research & Innovation	37	F.37(1)(1)/2024/DRI/
42.	O/o Director, International Affairs	38	F.38(1)(1)/2024/DIA/
43.	O/o Director, Director Development	39	F.39(1)(1)/2024/DD/
44.	O/o Director, CCGPC	40	F.40(1)(1)/2024/CCGPC/
45.	O/o Director, East Campus	41	F.41(1)(1)/2024/D.EC/
46.	Director, Atal Incubation Centre	42	F.42(1)(1)/2024/D.AIC/
47.	University School of Biotechnology (USBT)	43	F.43(1)(1)/2024/USBT/
48.	University School of Environment Management (USEM)	44	F.44(1)(1)/2024/USEM/
49.	University School of Chemical Technology (USCT)	45	F.45(1)(1)/2024/USCT/
50.	University School of Basic and Applied Sciences (USBAS)	46	F.46(1)(1)/2024/USBAS/
51.	University School of Law and Legal Studies (USLLS)	47	F.47(1)(1)/2024/USLLS/
52.	University School of Humanities and Social Sciences (USHSS)	48	F.48(1)(1)/2024/USHSS/
53.	University School of Education (USE)	49	F.49(1)(1)/2024/USE/
54.	University School of Management Studies (USMS)	50	F.50(1)(1)/2024/USMS/
55.	University School of Information, Communication and Technology (USICT)	51	F.51(1)(1)/2024/USICT/
56.	University School of Medicine and Allied Health Sciences (USM&AHS)	52	F.52(1)(1)/2024/USMPAHS/
57.	University School of Architecture & Planning (USAP)	53	F.53(1)(1)/2024/USAP/
58.	University School of Mass Communication (USMC)	54	F.54(1)(1)/2024/USMC/
59.	University School of Liberal Arts (USLA)	55	F.55(1)(1)/2024/USLA/
60.	University School of Ayush (USA)	56	F.56(1)(1)/2024/USA/
61.	University School of Fire and Industrial Safety (USFIS)	57	F.57(1)(1)/2024/USFIS/
62.	University School of Automation & Robotics (USAR)	58	F.58(1)(1)/2024/USAR/
63.	University School of Design & Innovation (USDI)	59	F.59(1)(1)/2024/USAR/
64.	Centre of Excellence in Disaster Management (CEDM)	60	F.60(1)(1)/2024/CEDM/
65.	Centre of Excellence in Pharmaceutical Sciences (CEPS)	61	F.61(1)(1)/2024/CEPS/
66.	Centre for Human Value & Ethics (CHVE)	62	F.62(1)(1)/2024/CHVE/