



Guru Gobind Singh Indraprastha University

Sector 16-C, Dwarka, New Delhi

Office Order

F.No.: GGSIPU/Registrar/NIC/Software/2013-14/ 5285

Dated: 16th April, 2014


The University is introducing a software for the file tracking system very shortly to run this software smoothly, all Branch Heads / University School of Studies are requested to maintain their all files with the proper numbers and subject title on the file.

All the files containing papers on the noting side and correspondence side are also to be serial numbered.

The serial number & subject activity code are to be maintained in the register in the respective branch/schools and the code number of branch will be taken from the UCITIM.


The number of file will be given as under:-

F.No.: GGSIPU/Branch Code Number/ Subject Activity Code/Year/Serial Number of File.


(Sanjay K. Jha)
Registrar

Copy for information & necessary action to:

1. All Deans/Directors
2. C.O.E. (P)
3. C.O.E. (O)
4. C.O.F.
5. Librarian
6. All Branch Heads
7. UCITIM with a request to upload on University Website
8. A.R.to V.C. Sectt.
9. A.R. to Registrar Sectt.
10. Office Copy
11. Guard File


(Sanjay K. Jha)
Registrar