



BERHAMPUR UNIVERSITY
BHANJA BIHAR, BERHAMPUR-760007(ODISHA)

No. 10803/Admn-II(NT)

Date: 22/12/17

CIRCULAR

The following procedure will be followed while placing the official files before the authority:

1. All files should be well covered with fly-leaves mentioning the name of the Section/ Branch/ Department, subject matter of the files, year of initiation and File/Index number.
2. Proper page number be given in correspondence pages and notes sheets.
3. Files urgent in nature should be marked with Urgent Flag.
4. While placing files before the authority, specific views of the Section Officer/ Branch Officer/ HOD/ Coordinator are to be furnished.

The above procedure should be followed strictly with effect from 01.01.2018 failing which the matter will be viewed seriously.

Memo No. 10804 (95) /Admn-II(NT)

REGISTRAR
Date: 22/12/17

Copy to:

1. The Chairman, P.G.Council// All Officers// Section Officers// Office Superintendents// Superintendents(Type and Issue)// HODs// Coordinators of all P.G.Department// Directors of different Centres// Principal, Lingaraj Law College// Headmaster, UHSS// Secretary to Vice-Chancellor// P.A. to Registrar, Berhampur University for information and necessary action.
2. The Web Administrator, Department of Computer Science, Berhampur University for information and necessary action.

Ranjit/-

KW

REGISTRAR