Office of the Registrar  
(General Section)  
Aligarh Muslim University  
Aligarh  

Dated: 25/05/2018

All University functionaries

CIRCULAR

Time and again several instructions of the UGC/MHRD are received and circulated to all University functionaries for effective implementation/compliance regarding weeding out of old and unwanted records/files/materials.

This year too, a special drive regarding weeding out of old and unwanted records/files/materials which is occupying useful space of different Departments/Offices of the University is to be initiated with a view of improvement of work culture and work environment including hygiene and cleanliness of work space. In some cases it has been observed that rooms have been filled up with such records and locked for long periods which needs to be reviewed seriously and action initiated accordingly.

You are, therefore, requested to kindly get the needful done and ATR on the special drive on records management may please be furnished to the General Section via email noted below inscribing subject “Miscellaneous Activities” by 30.6.2018 at the latest.

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(Prof. Javaid Akhter)  
Registrar