Circular

As per instructions contained therein in the Ministry of HRD letter F.No.19-20/2013-Desk(U) dated 10.06.2014 regarding Records management-record, review and weeding out of old files/records (copy enclosed), a Special Drive is to be initiated in the entire University. The Vice-Chancellor has, therefore, observed that in order to have an improved work culture, work environment including hygiene and cleanliness of work place in various Faculties/Departments/Colleges/Offices/Centres/Sections/Cells/Units etc. the matter regarding weeding out of the superfluous, ineffective and redundant records be taken up on a war-footing pace in accordance with Executive Council Resolution circulated vide D.No. (c)/7122 dated 15.04.2014 by constituting a Committee of appropriate level at their own end to oversee the destruction by burning and a proper record of documents burnt be kept.

An action taken in the matter be submitted to the General Section on or before 07.07.2014 positively so as to enable us to communicate the same to the Ministry of HRD timely.

Shahrukh Shamshad
Group Captain (Retd.)
Registrar

Encl: as above

Distribution:

01. All Deans of the Faculties/DSW,
02. All Chairmen of the Departments of Studies
03. All Principals of Colleges/Polytechnics/Schools,
04. All Provosts of Halls of residences/NRSC
05. All Heads of the Offices/Sections/Cells/Units
06. Assistant Registrar, VC/PVC’s Secretariat.