Circular

- All Dean of Faculties
- All Chairmen/Head of departments/Offices
- Proctor/DSW
- All Provosts of the Hall/NRSC/Principal of Schools & Colleges
- Registrar /Controller of Examinations & Admissions
- AFO( Cash / Accounts / Budget / Bills/Students and Advance)

The Department of Orthopaedic Surgery, J.N. Medical College has started the process to weeding out of the old records as Dispatch Registers/Receipt Register/Attendance Registers (Staff, Students & Interns) / Casual leave register and applications, Peon Books according to office of the Registrar (General Section) vide D. No. (C)/7122, dated 15.4.2014 of the department as per approval of the competent authority.

In this regard, it is, requested that if any specific files/etc. is/are required by your offices pertaining to the said period, the same kindly be informed to this department.

If your reply is not received within five days from the date of receipt of this circular, it will be presumed that your offices does not require retaining of any personal files(s) etc. of the students/staffs.

It may kindly be treated as Most Urgent.

Prof. Mohammad Zahid
Chairman