

No. DH/2019/0001 - 14.03.19



# UNIVERSITY OF ALLAHABAD

Allahabad – 211 002, U. P. (INDIA)

इलाहाबाद विश्वविद्यालय

इलाहाबाद – 211 002, उ०प्र० (भारत)

No. 613

Date: 1<sup>st</sup> March, 2019  
2nd

## CIRCULAR

The undersigned is directed to inform that central file movement & monitoring system is being implemented at Darbhanga Hall with immediate effect with an objective to keep the records of the file and monitor the file movement.

2. It is advised that each file should clearly be mentioned with the basic information like file no. Subject matter, name of the section on the cover page of the file, so that, entry of each file should be made easy for dealing hand. No file shall be entered in system without above information.

3. Further, all the section working in Darbhanga Hall are hereby requested to send & receive their respective files through central system only.

4. For proper implementation of this system, Shri Puneet Malviya, Mohd. Arshad Akhtar, Office Assistant and smt. Neelu Srivastav, Junior Office Assistant are the responsible staff.

  
(Joint Registrar)