



Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

CIRCULAR

For smooth functioning of University and maintenance of office record/files, Guidelines for maintaining of Filing System is hereby enclosed for implementation at various constituents Units/Divisions /Offices of SKUAST-Jammu.

By Order

**Sd/-
Registrar**

No: AUJ/Est./ G-668/18-19/ 7437-7516
Date: 06.02.2019

Copy for information to:

- All Officers of SKUAST-J _____
- Associate Director Extension & I/c KVKs
- Co-ordinator of School of Biotechnology
- Incharge Examination Cell, SKUAST-J
- All HoDs _____
- Chief Scientist FSR/WMRC Chatha
- I/c Station/Sub-Station/KVKs _____
- I/c Data Centre with the request to upload the same on the University Website.
- Corresponding section Secrecy and Legal
- SVC for kind information of Hon'ble Vice-Chancellor
- General Correspondence file (w3sc)


5.2.19
Asstt. Registrar (Est./NT)



SKUAST
Jammu

Registrar Office
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"An institution for sustainable agriculture for food and nutritional security"
"Healthy Soils for a Healthy Life"

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