Memorandum

Sub: Guidelines for Efficient and speedy disposal of files in the Administrative and other offices of the University.
Ref:- J&K Govt. Circular No. 39-GAD of 2019 dated 08.07.2019

Office Files are the major component in the Govt. Offices and plays a major role in the day to day working of the Department/Offices/Universities etc. Files in the offices are routed through different hierarchical levels for final decision in any matter under consideration. Inordinate delay in the disposal of the files at different hierarchical levels leads to delay in decision and policy making.

Accordingly, with a view to ensuring speedy disposal of Files in SKUAST-J, the following instructions are issued for compliance and follow up action:

I. Administrative Offices of the University

i. Noting on files shall henceforth be initiated by Head Assistant and by none below their rank. The Concerned Asstt.-cum-Typist/ Asstt.-cum-Typist (SG) shall only work as Record Keepers and assist in typing work. An Asstt.-cum-Typist (SG) may be asked to initiate notes only when no Head Assistant is posted in the Section/Office.

ii. The concerned Director/Dean/Librarian/Estate Officer/Registrar/Comptroller etc shall distribute the work in such a manner that the Head Assistant/Accountant or equivalent submits files either to Assistant Registrar/Asstt. Comptroller/equivalents or Deputy Registrar/Dy. Comptroller/equivalents or Joint Registrar/Joint Comptroller/equivalents, as the case may be. Similarly, Assistant Registrar/Assistant Comptroller/equivalents or Deputy Registrar/Deputy Comptroller/equivalents or Joint Registrar/Joint Comptroller/equivalents shall submit files to the concerned Director/Dean/Librarian/Estate Officer/Registrar/Comptroller as the case may be.

iii. The concerned Director/Dean/Librarian/Estate Officer/Registrar/Comptroller with his due recommendations shall submit the cases to the Competent Authority for approval.

iv. The files/papers/references shall be disposed off as per the following timelines:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Stage/Level</th>
<th>Maximum period of disposal</th>
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<tbody>
<tr>
<td>1.</td>
<td>Receipt of references/letters/files University Order/Office Memorandums etc to initiation of note by dealing Assistant/Head Assistant/Accountant etc. &amp; equivalent</td>
<td>03 days</td>
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### Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

#### II. Heads of the Divisions/Units/Research Stations

All Heads of the Departments/Divisions/Units will distribute the work in such a manner that no file shall have to move through more than three levels including the record-keeper before reaching the decision making level.

By Order

**By Order**

**No. AUJ/Est./19-20/  G-668/2425-84**

**Date:** 30-07-2019

**Cc:-**
- All Officers of SKUAST-Jammu.
- Dean, FoA/ FVSc., R.S.Pura./F.B.Sc, Chatha/
- All HOD's FoA/FBSc/FV.Sc/Schools.
- All I/c KVK's/Research Stations/Sub-Stations.
- All Deputy/Asstt. Registrars of SKUAST-J.
- All Deputy/Asstt. Comptrollers of SKUAST-J
- SVC for kind information of the Hon’ble Vice-Chancellor, SKUAST-Jammu.
- File concerned (w.3.s.c)
- University website www.skuast.org

**Sd/- Registrar**

**Asstt. Registrar (NT)**