



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

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. In-ordinate 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:

S.No.	Stage/Level	Maximum period of disposal
1.	Receipt of references/letters/files University Order/Office Memorandums etc to initiation of note by dealing Assistant/Head Assistant/Accountant etc. & equivalent	03 days