



Indira Gandhi University, Meerpur-122502 Rewari (Haryana), INDIA

(A State University Established under Haryana Act No. 29 of 2013 & Recognized
u/s 12-B & 2 (f) of UGC Act, 1956)

Office Order

It has been observed by the Hon'ble Vice Chancellor that the files are frequently submitted to the authority without adhering to prescribed official decorum. To ensure smooth, timely, and systematic functioning, it is hereby directed by the Hon'ble Vice Chancellor that all officers and staff must follow the guidelines below for proper file management and submission:

Guidelines for Proper File Submission:

1. All files must be initiated well in time to allow for adequate processing, review, and decision-making.
2. File noting / submission must include content of PUC, mentioning of relevant rules, precedents (if any), other relevant information and final proposal for approval.
3. All relevant papers/ CP's must be flagged properly and if possible the relevant papers & rules (copy) should be on the file.
4. All files must be thoroughly examined, and a proper proposal should be mentioned in the noting after examining the files.
5. Files related to financial matters must be properly examined by the Accounts Branch before submission. Submission of files without such examinations should be avoided unless explicitly directed under special circumstances.
6. Files related to various purchases must be properly examined by the Purchase Branch as per purchase rules/ SOP. Similarly, other files must also be examined and routed through relevant department/office/cell in the related matters. Incomplete or inadequately examined files should not be submitted for approval.
7. Files must reach the approving authority well in advance. If files are submitted late or at the last moment then it becomes difficult to get it examined as per above points sometimes the situation arose where it becomes mandatory for authority to give approval, otherwise the functioning of the University may become hamper, which is not a healthy practice.
8. No file shall be placed before the authority by hand, except in cases of **dire exigency**. Routine submissions must be made through proper channel/system.
9. Only those files that are specifically listed for discussion with the authority may be submitted by hand after discussion.
10. If any Officer/ Branch head is on leave then the charge will be assigned to other equivalent officer of other Branch for urgent cases.
11. During the absence of an Officer/ Branch head, the file will not be processed/move ahead unless it is asked for.
12. The above points are not exhaustive.
13. It is expected that every individual will use their wisdom while processing the files, keeping in mind that we are all here to serve the best interest of the University.

Compliance:

All concerned officers and staff are required to strictly adhere to the above guidelines to maintain professionalism, ensure accountability, and facilitate efficient decision-making. Failure to comply with these instructions may result in delays and administrative inconvenience, for which responsibility shall rest with the concerned officials.

[Signature]
17/02/2026
Assistant Registrar O/o Vice Chancellor
Indira Gandhi University, Meerpur

Endst. No No. IGU/VC/2026/380-462

Dated 17-02-2026

A copy of the above is forwarded to the following for information and necessary action:

1. Registrar/all the Dean of Faculties/all Chairperson of UTDs/all Branch Officers of IGU, Meerpur, Rewari.
2. Director, University Computer Centre, IGU, Meerpur, Rewari with a request to upload the same on the university website.

[Signature]
17/02/2026
Assistant Registrar O/o Vice Chancellor
Indira Gandhi University, Meerpur