



झारखण्ड केन्द्रीय विश्वविद्यालय Central University of Jharkhand

(A Central University established under Central Universities Act, 2009)

No.:CUJ/CA/26/2016/647

Date: 09.03.2021

OFFICE ORDER

It is notified for information and necessary action by all concerned that the schedule for file initiation / movement at different levels be followed as detailed below:

SN	Particulars	Max. retention period
a)	File initiation/ movement at LDC/UDC level*	One day
b)	File initiation/movement at Assistant/Section Officer level	Two days
c)	File movement at Asst. Registrar / Dy. Registrar level**	Three days

* However, file requiring priority clearing, may be expedited as per the directions.

** If it is likely that certain file / document require more time to process, it may be done so with the consent of their reporting officer, in file.

This Office Order comes into force with immediate effect until further order and supersedes previous notification/order/s, if any, to the extent of the contents, as above.

This issues with approval of the Vice Chancellor.

Sd/-
REGISTRAR

Copy for information and necessary action to:

1. All Deans of Schools
2. Controller of Examinations & Librarian
3. All Heads/Coordinators of Departments
4. Prof. I/c Academics & I/c R&D
5. DRs / I/c Technical Cell / I/c EE / I/c Health Centre / ARs / PRO
6. PS to Vice Chancellor, PS to Registrar & PS to Finance Officer
7. All Departments / Sections / Cells
8. All Faculty and Non-Teaching Empl.to refer Notice Board/Website
9. Technical Cell I/c: for University Website
10. Notice Board, Concerned File & Guard File


REGISTRAR
09/03/2021