

No.F.1(6)/2022/Misc./Estt.-NT/ 10170

09th
Dated the December, 2025

ORDER

Time and again, it has been observed that many important files are either not traceable or locatable in various departments of the University. Even the acknowledgement of the weeded out records, is not readily available causing thereby an embarrassment to the University, at different platforms including while defending the interest of the University in various court cases.

As per the office procedure so far in vogue, all file are opened through the file heads allocated to each of the department having entry in the File Register. This register is the encyclopaedia of all the files, their subject matters including file number with details of the file opened at which seat in the department. Therefore, all details of the file so opened in each department should have been available in the said File Register.

In this scenario, it is incumbent upon each of the departments to have reconcile record on year to year basis inter alia including the files opened in any particular year and files so weeded out so as to have the number of residual files. Unless and until, the record, so maintained, is not weeded out, as per the retention schedule, the relevant records of files should be available with the concerned department alongwith acknowledgement of weeded out record.

Nevertheless, many instances have come to the notice of the Competent Authority whereby the concerned Branch Head expressed his/her inability to produce the relevant record as and when so asked. This is a serious lapse and would have occurred due to non-reconciliation of the file records with the official records maintained in the file register for opening of files in each of the department.

In order to ascertain the non-availability of files and other relevant record, the Competent Authority, i.e. Hon'ble Vice Chancellor has directed that all Branch Heads should initiate the following methodology to reconcile the availability of files and other records viz. a viz. with the official records reflected in the file opening register and also in reference to the weeded out record which has been weeded out from time to time in each department as per the retention schedule:-

- a) Total No. of files with each assistant and also with the Department.
- b) Number of files, in transit during the course of their submission to different authorities for seeking approval.
- c) Number of files/other records, which have been weeded out with acknowledgement thereof, as per retention schedule envisaged in the policy.
- d) Number of files available with each dealing assistant, as per the file register maintained for each particular dealing hand seat.
- e) Number of files and other records which are not reliably weeded out but not available in the department, the details of the desk from which this file/record is not traceable and the table at which the said file/record was last landed.
- f) The details of files/other record handed over to the successor by the predecessor consequent upon transfer/superannuation or otherwise of the incumbent holding the position prior to the eventuality of transfer/superannuation or otherwise. This shall also be reconciled with the handing/taking over acknowledgement.

Contd..p/2

This entire process of reconciliation is required to be completed by each dealing assistant with reference to the file register record regarding opening of files, and allocation of files, their availability, status of their retention period as per the weeding out policy and if weeded out, acknowledgement thereof besides availability of files in hand at present including files under inter department transmission or intra channel transmission, as the case may be.

In case of the probability of missing of any file/record, the last location of that file/record, through the file movement register, or any other mechanism, at which, it was landed, may be ascertained to fix the responsibility, if any, so required. In case of missing file/record, further course of action including Police complaint, may be filed.

This exercise shall be completed within next 10 days from the issue of this order and prescribed format to reconcile the number of files is also annexed herewith which every dealing assistant, shall have to submit in the time line so prescribed to the Incharge of the Section who shall have to complete the entire data of the Branch. The detailed report having analysis of not available files/records, as the case may be, shall be submitted to the Branch Head within 15 days after receipt of the data from all the dealing assistants.

Encl: as above

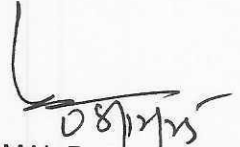

(DR. KAMAL PATHAK)
REGISTRAR

No.F.1(6)(16)/2022/Misc./Estt.-NT/ 10170

19th
Dated the December, 2025

Copy forwarded to the following for information & necessary action:-

1. OSD to Vice Chancellor, GGS Indraprastha University.
2. All Deans/Directors, GGS Indraprastha University.
3. Controller of Examination-I & II, GGS Indraprastha University.
4. Controller of Finance, GGS Indraprastha University.
5. All Branch Heads/DRs/ARs, GGS Indraprastha University.
6. Library Incharge, GGS Indraprastha University.
7. Asstt. Registrar, VC Secretariat, GGS Indraprastha University.
8. Asstt. Registrar, O/o the Registrar, GGS Indraprastha University.
9. Project Director (UITS), GGS Indraprastha University with a request to upload it on the University website.
10. Guard File


(DR. KAMAL PATHAK)
REGISTRAR

FILE RECONCILIATION FORMAT

STATUS AS ON DATE.....

No. of Files opened as per File Head Register	No. of files weeded out with proof thereof	No. of files in transition	No. of files currently available with the concerned Dealing Assistant on the day of submission of report	No. of files not traceable / locatable / missing	The last destination of that file as per File Movement Register at which it was landed either in upward journey or inverse	Remarks
1	2	3	4	5	6	7

Signature _____

Name: _____

Designation: _____

* Similar exercise may be conducted in case of other important files.
 ** The sum of Column No. 2 to 6 shall be tallied with total number of files reflected in Column No. 1
 *** This has to be done from the inception of the University and its functioning through the department of which the details as referred above has been reconciled.