



No. GSFCU/HR/CIR/2019-20/518

17/10/2019

CIRCULAR

Sub: Good Internal documentation at GSFC-U

It is desired by Management that all the GSFC-U Employees and Staff should draft and circulate proper up-to-date documents for all day-to-day operations and executions of matters related to GSFC University. Considering this important aspect of our functions and future accessibility, all are requested to adhere to the following practices while preparing any official document/s;

- 1) Each document related to any matter, should bear proper date under signature with reference number, as it ensures commitment and timely implementation of instructions related expectations from Management
- 2) Should be in standard defined format and should fulfill basic objective of the concern
- 3) Each document should represent proper hierarchical channel of route

It is hereby informed to all concerned that in order to ensure proper accessibility without internal ambiguity or forgery by pre-dating and post-dating of documents, it is mandatory to affix the date below the signature on all the official documents related to daily operational / academic / administrative affairs while putting up for management approval or for information of all concerned to ensure date on which the documents were routed / acted upon.

With a request to all concerned to implement same judiciously.

S P Bhatt
17/10/2019

S P Bhatt,
Director (Admin)

To,
Teaching & Non-Teaching Staff of GSFC-U
All Notice Boards of SoS/SoM, SoT, SoFS and both Bhavans
IT Department: For Circulation and upload on Portal

Cc:
GSFC-U Management ... For kind information please