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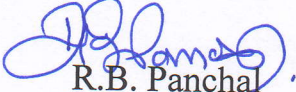Education
Society

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CIRCULAR

The President of the University has time and again raised the issue of maintaining proper filing system at GSFC University.

Large no. of proposals are raised by the employees of the University for Approval of management. Therefore, with a view to facilitate the approving authority to comprehend the issue properly so as to make the decision thereon, it is necessary that a proper and uniform filing system is adopted. A proper filing system will also ensure systematic documentation for future reference.

A physical copy of the sample file has been prepared and kept in the GSFC-U Library for a study purpose by all the employees of the University. All the employees should, without fail, visit the Library and study the filing system by sparing their time.

A set of guidelines have been prepared separately for further understanding of the filing system at GSFC University.

Encl: Guidelines for Preparation of Files

R.B. Panchal
Registrar, GSFC-U

To,
- All Notice Boards of GSFC University

Through Email to –
- All Teaching and Non-Teaching Staff/Officers of GSFC University
- Provost, GSFC-U
- Director (Adm), GSFC-U
- Dy. Director (Adm), GSFC-U
- Deans & Associate Dens, GSFC-U

- President, GSFC-U......for kind information please.

Guidelines for Preparation of Files

Introduction

The efficiency of an organization depends largely on evolution of all policies & procedures for all activities across organization and procedures and the ability of to follow them scrupulously.

GSFC University has widened its horizons with the enhancement of academic and administrative areas in view of opening of schools, new branches and increasing manpower. The continuous evolution of office procedures needs to establish a systematic documentation process alongwith the file preparation procedures with regard to various proposals, approval notes or any other communications on any subject matter. Every process of the office/school should be in consonance with rules, decisions and, therefore, the decision-making process needs to be appropriately and clearly documented so as to ensure easy retrieval for historical references.

Composition of a file

A file is a systematic arrangement of papers on a specific subject. Any file will comprise of two sections i.e. (a) Noting Side (b) Correspondence Side.

Guidelines for preparation of files

(1)   File on any subject should be given proper /suitable name. Any subject matter generated from any school/department should contain preferably the name of the school/department so as to identify the origin of the file or author of the file. In order to identify the origin, the author should have invariably identification of a person preferably by designation.

(2)   In case if any letter or other communication is received from the outside university and the decision there on is required to be taken, the process should also be initiated for decision making by preparing the note for approval with all necessary details as per the normal procedure and in conformity with delegation of authority.

(3)   Every file should have 2 sections, (1) Noting Side, and (2) Correspondence Side. Noting side is on the left side of the file - a noting section would contain a detailed note of the subject matter and if approval is required to be obtained from the higher authority, should contain the movement of file as per the proper channel/route. The note should be self-contained. Noting section should be paginated if it contains more than one pages i.e. N1, N3, N5 etc. with pencil. Thus N1 will be the first paper on left side i.e. Noting Side. The last paper should be placed on the bottom of the Noting side.

(4)   Any supporting documents, annexures, correspondence related to the proposal, if any, on the subject, should be filed on the correspondence side of the file i.e. on the right side of the file. All the pages on the correspondence side should be serially numbered as C1, C3, C5 onwards depending upon the no. of pages. Thus, C1 will be the first page placed at the bottom of the right side. The latest page should be placed on the top of the correspondence side.
Whenever required, noting side of the file should be given a reference of the page of the correspondence side by flagging.

(5) File should be given a title of the proposal as mentioned in the note. In future, at any time, if approval on the same subject matter is required to be taken or the need arises for any reason whatsoever to raise the proposal on the said subject matter, no new file should be created. Instead, the same file should be used and a fresh note on the proposal should be initiated giving reference of the earlier decision. The proposal should give the reasons / justification on proposed modification or change or otherwise on the decision and same should be filed in similar fashion as mentioned at para nos. (3) & (4) above.

(6) Once the decision is taken on file, the said file is required to be closed due to size, it should be numbered as File-I. And then open another file i.e. File-II on the same subject with same title of the file. The same system & procedure of filing papers on noting and correspondence side should be followed. The File-II should also accompany the File-I on the subject for immediate reference of the approving authority.

(7) The above procedure should also be adopted for filing of papers for proposals approved through AMS. AMS trails alongwith proposal note should be filed in physical file on noting side and all attachments/annexures should be filed on the correspondence side and all the pages, both on noting side and correspondence side, be appropriately numbered.

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