



SANT BABA BHAG SINGH UNIVERSITY

VILLAGE KHALA, PO PADHIANA, DISTT JALANDHAR - 144030

Ref. No: SBBSU/26/904

Date: 13/07/2026

Office Order

Subject: Instructions regarding movement of official files - revised.

In order to ensure proper maintenance and timely movement of official files, all concerned are requested to strictly adhere to the following instructions with immediate effect:

- All official files shall be submitted through the proper channel, i.e., through the respective Head of Department, Dean of the Institute, Registrar and Dean Academics, as applicable.
- Every file shall bear the office reference number and date. All noting / recommendations shall be duly signed with date, and the office/authority to whom the file is being forwarded shall be clearly indicated.
- The receiving office shall examine the file, record its remarks/comments, sign with date, allot its office reference number, and forward the file to the next concerned office. Files must be complete in all respects with relevant documents and clear recommendations before submission.
- All pages of the file, including annexures, shall be serially page-numbered before submission. If the file is concerned with making any change in the existing order/rule, a comparative table must be prepared in the noting sheet/proposal.
- Official files shall be transmitted only through the designated office staff. Files shall not be forwarded by hand by any official.
- All officers/officials shall ensure prompt movement of files and avoid unnecessary delay at any stage.

There should not be any deviation from the above instructions.

This issues with the approval of the competent authority.


Deputy Registrar 13.7.2026

To:

1. Registrar
2. Dean Academics
3. Controller of Examination
4. All Deans/Directors/ Dy. Deans/Dy. Directors/HoDs / CoDs - (For circulation amongst faculty, staff)
5. C.A.F.O.
6. Librarian
7. Training & Placement Cell
8. Admission Cell
9. Chief Warden/Warden (Boys & Girls Hostel)
10. Manager Facilities
11. Security Officer
12. Dispensary, Stores
13. All Notice Boards

Cc:

- | | | |
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| 1. Secretary, SBBSMCS | - | For kind information please. |
| 2. Vice-Chancellor | - | For kind information please. |