

JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

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Office of the Registrar

F. No. Gen. 4/RO/Estab./2014/

28th January 2014

Important

*File No. 834
29/1/14*

OFFICE MEMORANDUM

Sub: Use of IT for an effective administration

With a view to have faster communication and to make paper less offices, the Registrar Office has decided to send all its communications through e-mail only for which the following modus operandi shall be adopted:

1. All Deans/Heads of the Departments/Directors of the Centres/Head of the Institutions/Heads of Offices shall access their e-mail twice a day at least.
2. All offices shall provide the email IDs of the diarist of their departments enabling us to send routine dak at his/her email ID.
3. The diarist concerned shall be advised to download and deliver the dak endorsed to the individuals
4. Confidential dak and letters containing bulky enclosures shall, for the time being, be sent through hard copies.

It may kindly be noted that we will not send/provide hard copies of the communications sent through mails.

Shahid Ashraf
(Prof. Shahid Ashraf)
Registrar

To:

All Deans/Heads of departments/Directors of Centres/Head of institutions/Head of offices