

Dr. Rajendra Prasad Central Agricultural University

Pusa, Samastipur(Bihar)- 848125

O.O.NO:-02 Estt./Misc.-07/2019/ 473.../RPCAU,

Pusa Date: 13/04/2023

OFFICE ORDER

For smooth functioning of the university following decisions are being taken for office procedure/file dealing in proper way:-

(1) while dealing with any official/personal work related to employee including forwardal of their request for Leave/ NOC/ Pay Fixation/ LTC etc. and issue of office order for Leave/ NOC/ LTC/ Promotion/ Transfer/ Increment etc. or any other official correspondence must mention the Employee ID No. of the employee concerned. Further, Employee ID No. must also be mentioned in the personal file & service book.

(2) File in all section should be opened through file index register with due acknowledged of the head of the concerned section/office/unit of the university.

Illustration:- File shall be opened in the following mode:-

02/Estt./P.F/5/2023

02/Estt. :- Concerned office/unit code & name of office /unit.

P.F. (Personal File) :- Subject Head.

5 :- Serial number of the file opened under the subject head during the year.

2023 :- Year of opening of the file.

(3) All the service matter of the employee concerned will be dealt with the Personal File of the concerned employee.

(4) Service book & leave account should be transferred to the office where employee concerned has been transferred & posted.

(5) **Note Sheet :-**

(a) All notes shall be recorded on note sheet (green sheet).

(b) The name and designation of the employees dealing the official file should be typed or stamped on the green Note sheet.

(c) A note must be concise and to the point. Lengthy notes are to be avoided. 'Verbatim reproduction' of extracts from or paraphrasing of the paper under consideration, fresh receipt, or any other part of correspondence or notes on the same file, should also be avoided instead, a summarized version of the issues raises in PUC/FR are to be brought on the note.

(6) **Part File :-**

(a) If the main file on a subject is not likely to be available for some time and it is necessary to process a fresh receipt or a note without waiting for its return, a part file may be opened to deal with it. This device may also be resorted to where it is desired to consult simultaneously two or more section or officers.

(b) A part file shall be merged with the main file by the Dealing Officer immediately when the main file and the part file are returned to the Section.

(7) All the officials are directed to ensure that any one of the responsible official of their office shall be present in the meeting for which the official have been called for if he/she is not available in the Campus.

- (8) All proposals related to sanction of retirement benefits should be initiated six months before the superannuation date and should reach the Establishment Section (Hqr.) at least three months before the superannuation.
- (9) All the proposals should be routed through the proper channel along with the rule position & explicit opinion/ comments/ recommendations of the forwarding authority.
- (10) No Objection Certificate & relieving order shall be issued at the level of Establishment Section (Hqr.) of the University only.
- (11) Man power requisition in prescribed format should be routed through the concerned Dean/Director/Controlling Officer who should compile all data received from their subordinate offices in a single proposal. e.g.- All the Head of the Department of a College shall forward the proposal/requisition of man power to their Dean and Dean shall compile data and forward it to Establishment Section (Hqr.)
- (12) All the proposals related to sanction of leave should be sent/forwarded with all the requisite information as per the leave application form available in the download section of the University website.
- (13) A guard file shall be maintained in each offices of the University for maintaining the record of letter, order, notices etc. issued from the office.

This is issued with the approval of the Competent Authority.


13/4/23
Deputy Registrar (Estt.)

Copy to:- for information & necessary action.

1. All Deans, RPCAU, Pusa.
2. All Directors, RPCAU, Pusa.
3. Registrar, RPCAU, Pusa.
4. Comptroller, RPCAU, Pusa.
5. University Librarian, RPCAU, Pusa.
6. Associate Director Research, RPCAU, Pusa.
7. All Head of the Departments/Institutions, RPCAU, Pusa.
8. All Controlling Officer, RPCAU, Pusa.
9. All Senior Scientist & Head, KVKs, RPCAU, Pusa.
10. All Deputy Registrar, RPCAU, Pusa.
11. Chief Medical Officer, University Hospital, RPCAU, Pusa.
12. All Assistant Registrar, RPCAU, Pusa.
13. All Assistant Comptroller, RPCAU, Pusa.
14. All Section Officer, RPCAU, Pusa.
15. Officer-In-Charge, ARIS Cell, RPCAU, Pusa for uploading on Website & E- Notice Board of University.

CC to: Secretary to Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor.