

**RAJIV GANDHI UNIVERSITY  
RONO HILLS, DOIMUKH**

F. No. RGU/REG-205/E-office/26

Dated: 12.05.2026

**CIRCULAR**

It has been observed that some officers/officials are not following to the standard office procedures w.r.t. handling of files as per the protocols, resulting in the concerned middle officers remaining unaware of the decisions/comments recorded in the file(s). This creates confusion and disrupts the proper flow of the e-file system. Such actions are contradictory and violatory in nature as per the established rules and procedures.

In this regard, it is hereby informed that while receiving and dispatching e-files, the prescribed standard file routing protocol shall be strictly followed by all concerned.

This may be noted carefully and necessary action be taken accordingly.

Sd/-  
Registrar

F. No. RGU/REG-205/e-office/26

Dated: 12.05.2026

Copy to:

1. PS to Vice Chancellor for information.
2. All Statutory Officers for information.
3. All Joint Registrars for information.
4. Joint Director (CC) for information with a request to upload the circular on the university website.
5. All Branch Heads for information.
6. All Section Officers for information.
7. All Dealing Assistants for information.
8. Office copy.



**(Dr. N.T. Rikam)  
Registrar**