

**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

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

Dated: 08.05.2026

CIRCULAR

This is for general information to all concerned that the e-Office system of Rajiv Gandhi University has been functional/operational since 01.04.2026 vide Circular F. No. RGU/REG-40/CC/21 dated 26.03.2026.

To ensure the seamless processing of dak/letter, all Statutory Officers, other Officers and rest of the non-teaching employees are hereby directed to submit their letters, requisitions, leave applications, etc. along with all relevant documents (scanned copy) as indicated below:

Sl.No.	Employees	To be submitted
1.	All Group A Officers	Vice-Chancellor
2.	All Group B non-teaching employees	Registrar
3.	All Group C Non-teaching employees	Deputy Registrar (Est)

It is further informed that, within a short period of time, the University will provide e-Office email IDs to all faculty members. Upon receipt of the e-Office email IDs, all faculty members shall submit such applications directly to the Vice Chancellor.

This system shall be followed with immediate effect. Cooperation from all concerned in this regard is highly appreciated.

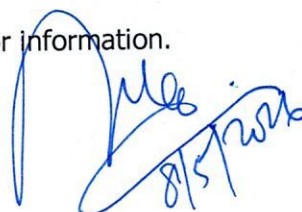
Sd/-
Registrar

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Copy to:

1. Hon'ble Chancellor for information.
2. PS to Vice Chancellor for information.
3. All Statutory Officers for information.
4. All Deans of Faculties for information.
5. All HoDs/Directors of various Departments/Institutes for information.
6. All faculty members for information.
7. All Joint Registrars for information.
8. Joint Director (CC) for information with a request to upload the circular on the university website.
9. All Branch Heads for information.
10. All Section Officers for information.
11. Estate Officer / Manager Guest House / Sanitary Inspector for information.
12. All other non-teaching employees for information.
13. Office copy.



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