

**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

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

Dated: 28.04.2026

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 movement from the Office of the Registrar, all daks/letters are being forwarded to the Branch Officers through their official e-Office accounts with effect from today, i.e., 28.04.2026.

However, hard copies will also be sent after proper entry in the physical dak movement register. This practice will be discontinued in due course of time.

In view of the above, all Branch Officers are requested to regularly check their official e-Office accounts and ensure that the received daks/letters are duly forwarded to the concerned officers/officials for further necessary action through the e-file system/platform.

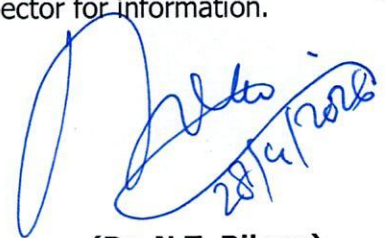
Sd/-
Registrar

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

Dated: 28.04.2026

Copy to:

1. PS to Vice Chancellor for information.
2. All Statutory Officers for information.
3. All Deans of Faculties for information.
4. All HoDs/Directors of various Departments/Institutes for information.
5. All Joint Registrars for information.
6. Joint Director (CC) for information with a request to upload the circular on the university website.
7. All Branch Heads for information.
8. All Section Officers for information.
9. Estate Officer / Manager Guest House / Sanitary Inspector for information.
10. All Dealing Assistants for information.
11. All UDC/LDC for information.
12. Office copy.



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