

DRAVIDIAN UNIVERSITY
SRINIVASAVANAM, KUPPAM – 517 426.

No. DU/Estt./E1/295/2010

Date: 09.04.2021

CIRCULAR

Sub: Dravidian University - Implementation of e-Office - Reg.

Ref: 1. This Office Circular No. DU/R/e-Office implementation/2020 dated 10.11.2020.


2. Hon'ble Vice-Chancellor's Orders dated 09.04.2021

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It is hereby informed that a circular on implementation of e-Office from 12.11.2020 was issued requesting all the Deans of Schools, Heads of Departments, Section Heads, regular Non-teaching staff who are involved in the administrative file processing to move all the files through e-Office vide Circular 1st cited. However, it is observed that the files are not put up through e-Office.

The Government have issued instructions to implement e-Office without any delay. The matter came up for discussion during the recent meeting of the Executive Council also and clear directions were given to implement e-Office immediately and submit weekly reports providing day-wise, section-wise details of files moved through e-Office.

Therefore, the Dean, Academic Affairs, Deans of Schools, Heads of Departments, and Heads of Sections are requested to put up all the files through e-Office software only.


REGISTRAR/c

To

1. The Dean Academic Affairs, Dravidian University, Kuppam
2. All the Deans of Schools, Dravidian University, Kuppam
3. The Heads of All Departments/Sections, Dravidian University, Kuppam
4. The P.S to Vice-Chancellor/P.A. to Registrar, Dravidian University, Kuppam.
5. File.