SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA
(Deemed to be University)
A Central Autonomous Body-Under M/o HRD, Govt. of India
B-4, Qutub Institutional Area, New Delhi-110016

No.: F.1(312)/LBSV/ADMN./2019/116 4   Dated: 24.10.2019

OFFICE ORDER

Consequent upon the establishment of new departments/sections, the filing and coding system for earmarking of numbers on the files by all the departments/sections of the Vidyapeetha has been re-arranged/allocated/maintained as under:-

S.No.	Initial code	Nomenclature of Departments/Sections	File coding number with suffixed name of Department/Section
1.	F.1	Administration-Establishment Section (T)	F.1( )/LBSV/Admn./Estt./T/
	F.1	Administration-Establishment Section(T)	F.1( )/LBSV/Admn./Estt./NT/
	F.1	Administration(GAD)	F.1( )/LBSV/GAD/
2.	F.2	Accounts Section	F.2( )/LBSV/Accounts./
3.	F.3	Academic Section	F.3( )/LBSV/Academic/
4.	F.4	Examination Section	F.4( )/LBSV/Exam./
5.	F.5	Library	F.5( )/LBSV/Lib/
6.	F.6	Publication	F.6)/LBSV/Pub./
7.	F.7	University Works Department	F.7( )/LBSV/UWD/
8.	F.8	Hostel	F.8( )/LBSV/Hostel/
9.	F.9	Development	F.9( )/LBSV/Dev./
10.	F.10	SC/ST Cell & Statistical	F.10( )/LBSV/SCT/
11.	F.11	Computer Centre	F.11( )/LBSV/C.C./
12.	F.12	Selection	F.12( )/LBSV/Sel/
13.	F.13	Interal Quality Assurance Cell	F.13( )/LBSV/IQAC/
14.	F.14	Office of the Dean, Faculty of Education	F.14( )/LBSV/Dean-Edu./
15.	F.15	Office of the Dean, Faculty of Darshan	F.15( )/LBSV/Dean-Darsh/
16.	F.16	Office of the Dean, Faculty of Veda Vedanga	F.16( )/LBSV/Dean-V.Veda/
17.	F.17	Office of Dean, Faculty of Sahitya & Sanskriti	F.17( )/LBSV/Dean-S & S/
18.	F.18	Office of the Dean, Faculty of Adhunik Vidya	F.18( )/LBSV/Dean-Darsh/
19.	F.19	Centre for Women Study	F.19( ) LBSV/WSC/
20.	F.20	Office of the Chief Vigilance Office	F.20( )/LBSV/CVO/
21	F.21	Blank for new section	

Maintenance of files

All files in the Departments/Sections shall start with a prefixed initial code/number as F1,F2,F3.......and with the suffixed name of Department/Section to which the file pertains. In between both the prefixed number and the suffixed name of the Section, the words "LBSV" shall be incorporated. At the and of each file number, year shall also be noted so as to indicats the year to which the file relates. File Register containing 1,2,3,4,5,.......numeral shall be allotted to each file subject-wise and also maintained by the Sectional Head/Unit Incharge/Section Officer concerned, as the case may be. For example, the file of the Administration -Establishment Section (Teaching) may be maintained as under:-
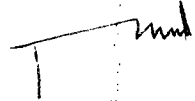
F.1(..............)/LBSV/Admn./Estt./T/

Files handled in the Personal Branchs of Vice-Chancellor, Registrar, Finance Officer and Controller of Examination shall be assigned the following numbers:-

1.	(i)	Office of the Vice-Chancellor	F.(i) ( )/LBSV/VC/
2.	(ii)	Office of the Registrar	F.(ii) ( )/LBSV/Reg/
3.	(iii)	Office of the Finance Officer	F.(iii) ( )/LBSV/FO/
4.	(iv)	Office of the Controller of Examination	F.(iv) ( )/LBSV/CoE/

At the end of each file number, year shall also be noted so as to indicats the year to which the file relates. File Register containing 1,2,3,4,5,.......numeral shall be allotted to each file subject-wise and maintained by concerned Personal Assistant/ Private Secretary of the Vidyapeetha as the case may be.
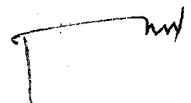
This Office Order is issued for information and strict compliance of all concerned. Anomaly, if any will be rectified in due course of action.

This issues with the approval of the Competent Authority of the Vidyapeetha.

Assistant Registrar (Admn-II)

Copy for information to:-

1. All Sectional/Unit Incharges of the different Departments/Sections of the Vidyapetha as referred above.
2. CVO
3. System Administrator with a request to place this Office Order on the website of the Vidyapeetha for information and compliance of all concerned.
4. PS to VC/Registrar/FO/COE
5. Research-cum-Statistical Officer
6. Concerned file
7. Office Order File

Assistant Registrar (Admn-II)