

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY
(Central University)

B-4, Qutub Institutional Area, New Delhi-110016



Dated: 26.05.2020

No.: F.1()/LBSNU/ADMN./2020 55

OFFICE ORDER

Consequent upon the establishment of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha (Deemed to be University), New Delhi as Central University by the Govt. of India, Shri Lal Bahadur Shastri National Sanskrit University, New Delhi has started its functioning as Central University w.e.f. 30.04.2020. Accordingly, the filing and coding system for earmarking of numbers on the files be maintained by all the departments/sections of the university 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()/LBSNU/Admn./Estt./T/
	F.1	Administration-Establishment Section(NT)	F.1()/LBSNU /Admn./Estt./NT/
	F.1	Administration(GAD)	F.1()/LBSNU /GAD/
2.	F.2	Accounts Section	F.2()/LBSNU /Accounts./
3.	F.3	Academic Section	F.3()/LBSNU /Academic/
4.	F.4	Examination Section	F.4()/LBSNU /Exam./
5.	F.5	Library	F.5()/LBSNU /Lib/
6.	F.6	Publication	F.6()/LBSNU /Pub./
7.	F.7	University Works Department	F.7()/LBSNU/UWD/
8.	F.8	Hostel	F.8()/LBSNU/Hostel/
9.	F.9	Development	F.9()/LBSNU/Dev./
10.	F.10	SC/ST Cell & Statistical	F.10()/LBSNU/SCT/
11.	F.11	Computer Centre	F.11()/LBSNU/C.C./
12.	F.12	Selection	F.12()/LBSNU/Sel/
13.	F.13	Internal Quality Assurance Cell	F.13()/LBSNU/IQAC/
14.	F.14	Office of the Dean of School(Education)	F.14()/LBSNU/DoS-Edu./
15.	F.15	Office of the Dean of School (Darshan)	F.15()/LBSNU/DoS-Darsh/
16.	F.16	Office of the Dean of School(Veda Vedanga)	F.16()/LBSNU/DoS-V.Veda/
17.	F.17	Office of Dean of School(Sahitya & Sanskriti)	F.17()/LBSNU/DoS-Sah & San/
18.	F.18	Office of the Dean of School(Adhunik Vidya)	F.18()/LBSNU/DoS-Darsh/
19.	F.19	Centre for Women Study	F.19()/LBSNU/WSC/
20.	F.20	Office of the Chief Vigilance Office	F.20()/LBSNU/CVO/
21.	F.21	Blank for new section	

Cont/-2--

o/c

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 "LBSNU" shall be incorporated. At the end of each file number, year shall also be noted so as to indicate 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(.....)/LBSNU/Admn./Estt./T/

*The new file(s) to be created on or after 30.04.2020 should be maintained in a separate new File Register and the number of file should be started afresh from S.No.01 by the concerned departments/sections of the university.


Files handled in the Personal Branches 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) ()/LBSNU/VC/
2.	(ii)	Office of the Registrar	F.(ii) ()/LBSNU/Reg/
3.	(iii)	Office of the Finance Officer	F.(iii) ()/LBSNU/FO/
4.	(iv)	Office of the Controller of Examination	F.(iv) ()/LBSNU/CoE/

At the end of each file number, year shall also be noted so as to indicate 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.

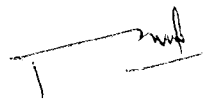
This Office Order is issued for information and strict compliance of all concerned. Anomaly, if any will be rectified in due course of action.

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 University as referred above.
2. CVO
3. System Administrator with a request to place this Office Order on the website of the University 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)

Def file
of 8/6/20

For
Dy. Secy
8/6/2020

For
8/6/2020