



Ref.: U-07/SVSU/2026/2642

Date: 14.02.2026

OFFICE ORDER

Subject: Systematic organization, numbering, and secure maintenance of office files – regarding.

The efficient functioning of an institution depends significantly on how well its records are kept. Well-maintained files not only ensure transparency and accountability but also reflect the professionalism of the office that holds them.

It has, however, been observed that in several departments and offices, files related to administration, students, and faculty members lack uniformity in numbering, pagination, and authentication. Loose pages, missing signatures, and unmarked dates create difficulties in tracking decisions and compromise the integrity of institutional memory.

In order to address this and to bring uniformity and order across all offices, every Dean and Principal is requested to personally oversee the correction and systematic reorganization of all files under their jurisdiction, in the following manner:

1. **Authentication and Page Locking:** Each page of every file must bear serial number on the page. This will serve as authentication and prevent unauthorized removal or substitution of documents.
2. **Uniform File Numbering:** A clear and consistent file numbering system shall be adopted. It is suggested that files be categorized and numbered as:
 - a. Admn./Year/Serial No. – for administrative matters
 - b. Acad./Year/Serial No. – for academic and student-related records
 - c. Faculty/Year/Serial No.– for faculty matters
 - d. Misc./Year/Serial No. – for miscellaneous matters

The file number and title shall be legibly marked on the cover and spine of each file.

3. **Maintenance of File Registers and Desk Copies:** A master list of all files, along with their assigned numbers and brief titles, shall be prepared in every office. One copy of this list shall remain readily available on the table of the concerned staff member. A second copy shall be placed inside the filing cupboard for quick reference.
4. **Safe and Orderly Preservation:** Once organized, all files shall be arranged in serial order and kept in designated cupboards. Each cupboard must be clearly labelled indicating the range of file numbers and the nature of documents it contains.
5. **Time Frame for Completion:** All offices are requested to complete this exercise by **25.02.2026**. A brief compliance report, duly signed, may be sent to the undersigned upon completion.

The University Online “Digital Peon Book” system is active & in use and the same should be used for all file movements in future also. It is further to state that all files will be moved/managed through this system by putting a QR Code on each file as a routine. It is helpful to track the current position/movement of files in real time.

This exercise is intended not merely as a procedural requirement, but as a step towards building a more efficient, accountable, and professionally sound work environment. Your cooperation and personal attention in this matter will be greatly appreciated.

This issue with the directions of the competent authority.

Copy to:

1. The Hon’ble Vice Chancellor
2. The Chief Executive Officer / Executive Officer
3. All Deans, Directors, and Principals – for implementation and follow-up action.

Registrar (O&Q)

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