



ADMINISTRATION

No. Admin./Misc. /Circular

Date: 16.06.2021

CIRCULAR

The e-Office portal (<https://jnu.eoffice.gov.in/>) was launched in the University on 01.01.2015 and has been under implementation ever since.

In order to mitigate the unprecedented situation due to COVID-19 pandemic and to facilitate/expedite the electronic processing of files and making it more contactless, online as well as paperless, it has been decided to optimally convert the physical/hard files into digital file and move them through e-office. This electronic communication would reduce physical contact and also do away with the requirement of taking bulky printouts or maintenance of voluminous physical dockets in the files.

In view of above, all concerned are requested to convert the hard/physical file into electronics digital files and process it through e-office for obtaining the necessary approval from the Competent Authority.

It is further advised that as per office procedure/rules, personal request should not be put up through e-note/green note sheets. Individual may use the proper mode like e-receipts in e-office/official email for forwarding their personal requests.

This issues with the approval of the Competent Authority.

[PROF. RAVIKESH]

Registrar

Circulation:

All concerned

Copy to: -

1. Director, CIS- with the request to display to the above circular in the University Website/e-office/other online platforms.
2. OSD to V.C, P.S to V.C/ Rector-I/II/III/Registrar/F.O/Librarian