



OFFICE ORDER

Date: 10/03/2021

Subject: Using FTS (iUMS 2.0) for File Movement Reg:

Ref: I/C Vice Chancellor's approval dated 08/03/2021

All the University staff/officials are hereby notified that with immediate effect, file movement from one department to another shall be through FTS (File Tracking System) developed in iUMS 2.0 for better tracking and efficiency. All the section heads are requested to ensure file movement (Receiving or Sending) through FTS. Registrar and VC office will only accept files coming through FTS with immediate effect.

S. J. 11.3.21
Registrar I/C

Copy To:

1. VC's Office
2. All Deans/HODs
3. All heads of sections
4. Director CIT for uploading on University Website