



MANUU/HY/CENT/CIT/2019/1/

Date: 11<sup>th</sup> August, 2021

**OFFICE ORDER**

**Sub: Using File Tracking System (FTS) for File Movement – Reg.**

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All the HoDs/Section Heads are hereby notified that Office Order dated 10.03.2021 was issued by this office to use File Tracking System (FTS) (iUMS 2.0) with immediate effect, file movement from one Department to another shall be through (File Tracking System) FTS developed in iUMS 2.0 for better tracking and efficiency.

All HoDs of Departments/Offices/Sections are requested to ensure the file movement (receiving and sending) through FTS only. Registrar and Vice-Chancellor Office will only accept the files coming through FTS with immediate effect.

*Siddiq*  
18.8.21  
Registrar I/c

To:

- i) All Deans, HoDs & section Heads; and
- ii) Concerned file

Copy to:

1. O/o of the Vice Chancellor / Registrar/Finance Officer;
2. The Director I/c CIT for uploading on University website