



महिला अभियान्त्रिकी महाविद्यालय, अजमेर

(बीकानेर तकनीकी विश्वविद्यालय, बीकानेर का संघटक महाविद्यालय)

WOMEN ENGINEERING COLLEGE, AJMER

(A CONSTITUENT COLLEGE OF BIKANER TECHNICAL UNIVERSITY, BIKANER)

Nasirabad Road, Makhupura, Ajmer - 305002

website: www.gweca.ac.in

email: establishment@gweca.ac.in

Ph. No.: 0145-2695535

Fax No.: 0145-2695102

WECA/ Estt./ 2025-26 / 2696

Dated: 07/01/2026

OFFICE ORDER

Subject: Compliance with Filing and Documentation Procedure in the Office.

All Faculty and Staff are hereby informed that, in order to ensure smooth functioning, administrative efficiency, transparency, and proper record management, it is essential to strictly follow the prescribed filing and documentation procedures in the office.

Accordingly, the following instructions shall be adhered to while submitting files, notesheets, and official records for administrative processing:

1. Every file must be submitted with a proper file cover, duly labeled with the file title and reference details.
2. Each file shall bear a clear and appropriate file title reflecting the subject matter.
3. Each notesheet shall clearly mention the subject, which must be precise and directly related to the case under consideration.
4. All notesheets must bear the signature of the concerned official, along with the name (in block letters) and date.
5. All documents placed in a file shall be properly page-numbered in a sequential manner.
6. Documents must be arranged systematically and in logical order, in accordance with the subject and references mentioned in the notesheet.
7. Incomplete, unsigned, undated, or unclear notesheets will not be accepted for processing and may be returned without action.
8. Files not prepared in accordance with the above procedure shall not be entertained for administrative approval or decision-making.

All concerned are directed to ensure strict compliance with the above instructions. This order shall come into force with immediate effect.

P.Tribedi
7/1/2025
(Principal)

Copy to:

1. Steno - for kind information to the Principal
2. I/c Registrar
3. FIE, Establishment Section
4. All HOD's
5. All Sections/ Departments
6. All Faculty/ All Staff/ All RHTEQIS Faculty
7. I/C Website for website display
8. Guard File

J.M.
7/1/26
(I/c Registrar)