

**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

F. No. RGU/REG-205/E-office/26

Dated: 27.07.2026

CIRCULAR

It has been observed that some employees are submitting their requests and other official communications directly to the Registrar through the e-Dak system, bypassing the prescribed office protocol. In several cases, hard copies of the same communications are also being submitted to the Office of the Registrar, resulting in duplication.

In this regard, all employees are hereby requested to route all letters, applications, requests, and other official communications addressed to the Registrar through the Office of the Registrar (Sanjoy Roy / Vishnu Sonar) in the e-Dak system. Such communications should not be sent directly to the Registrar.

Further, once a communication has been submitted through the e-Dak/email system, there is no requirement to submit a hard copy. The Office of the Registrar will process all communications received through e-Dak/email.

Similarly, communications sent to the Registrar through the official email ID (registrar@rgu.ac.in) need not be followed by hard copies; as such emails will also be processed by the Office of the Registrar.

This circular is issued for the information and strict compliance of all concerned.

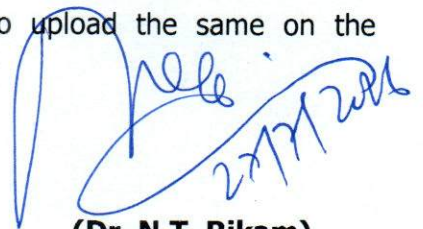
Sd/-
Registrar

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Copy to:

1. PS to Vice Chancellor for information.
2. All Deans of Faculties for information.
3. All Statutory Officers for information.
4. All HoDs/Directors for information and wide circulation.
5. All Branch Officers for information and wide circulation.
6. All faculty members for information.
7. Joint Director (CC) for information, with a request to upload the same on the university website for wide publicity.
8. Office copy.



**(Dr. N.T. Rikam)
Registrar**