

**RAJIV GANDHI UNIVERSITY  
RONO HILLS, DOIMUKH**

F. No. RGU/REG-45/ADM/21

Dated: 06.02.2026

**OFFICE MEMORANDUM**

It has been observed that during the lunch break; almost all non-teaching employees posted/attached in different Departments/Institutes/Branches/Sections leave their respective working places leaving their offices/branches unattended.

This practice is not proper, as important files, daks, documents, etc. remain unattended and exposed, posing a risk of misuse or unauthorised access.

In view of the above, the Heads of Departments/Directors and Branch Officers are hereby directed to ensure that all staff do not proceed for lunch at the same time by vacating the entire Office/Branch. Proper arrangements must be made so that the Office/Branch remains attended at all times.

Further, in the event of any incident of missing documents/files or occurrence of any untoward incident owing to the absence of manpower in the office/branch, the concerned Controlling Officer shall be held entirely responsible.

Sd/-  
Registrar

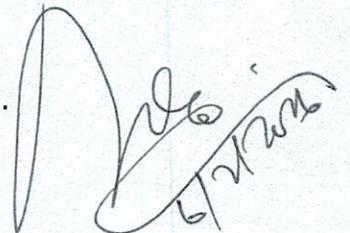
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Copy to:

1. PS to Vice-Chancellor for information.
2. All Deans of Faculties for information.
3. PS to Registrar/Finance Officer/Controller of Examinations / Librarian for information.
4. All Heads/Directors of Departments/Institutes for information.
5. All Joint Registrars for information.
6. Joint Director (CC) for information with a request to upload the same in the university website.
7. Chief Medical Officer for information.
8. Executive Engineer for information.
9. All Deputy Registrars for information.
10. All Assistant Registrars / Hindi Officer / ADPE for information.
11. Senior Security Officer for information.
12. All Section Officers / Estate Officer for information.
13. Dealing Assistant (Vehicle Branch) for information.
14. Sanitary Inspector/Manager Guest House for information.
15. Office copy.

JD(CC)



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