

**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

F. No. RGU/REG-40/CC/21

Dated: 31.03.2026

CIRCULAR

Due to unavoidable circumstances, the venue for the formal launching of the e-Office system/platform has been shifted from the Mini Auditorium to the Smart Theatre, Department of Computer Science & Engineering (CSE), on 01.04.2026 at 3:00 P.M.

In this connection, all Statutory Officers, other Officers, and Non-Teaching employees dealing with files/daks are cordially requested to attend the launching programme as scheduled.

Sd/-
Registrar

F. No. RGU/REG-40/CC/21

Dated: 31.03.2026

Copy to:

1. PS to Vice Chancellor for information.
2. All Statutory Officers for information.
3. HoD, Dept. of CSE for information and with a request to provide the Smart Theatre of the Department for the said purpose.
4. All other officers for information.
5. Joint Director (CC) for information with a request to upload the circular on the university website. He is also requested to make necessary arrangements in the Mini Auditorium.
6. Mrs. Moyir Riba, PRO for coverage of the programme.
7. All Branch Heads for information.
8. All Section Officers for information.
9. Estate Officer / Manager Guest House / Sanitary Inspector for information.
10. Ms. Moyir Riba, PRO for coverage of the programme.
11. All Dealing Assistants for information.
12. All UDCS/LDCS for information.
13. Office copy.



(Dr. N.T. Rikam)
Registrar

**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

F. No. RGU/REG-40/CC/21

Dated: 26.03.2026

CIRCULAR

Rajiv Gandhi University is formally launching the **e-Office system/platform** on **01.04.2026**, marking an important step towards digital governance and efficient administration. The initiative is being undertaken in alignment with the national vision of digital transformation, with the objective of enhancing transparency, improving efficiency, ensuring ease of doing, faster disposal of files, and promoting a paperless working environment for the smooth functioning of the University in all respects.

With the implementation of the e-Office platform, no physical files shall be processed with effect from 1st April 2026. All official correspondences, noting, drafting, approvals shall be carried out exclusively through the e-Office system. All concerned officers and staff are therefore requested to ensure timely adoption of the platform and adhere to the new digital workflow system.

The formal launching programme of the e-Office system will be held in the Mini Auditorium on 01.04.2026 at 3:00 PM.

In this connection, all Statutory Officers, other Officers, and Non-Teaching employees dealing with files/daks are cordially invited to attend the launching programme as scheduled.

This is issued with the approval of the competent authority.

Sd/-
Registrar

Dated: 26.03.2026

F. No. RGU/REG-40/CC/21

Copy to:

1. Hon'ble Chancellor for kind information.
2. PS to Vice Chancellor for information.
3. All Statutory Officers for information.
4. All other officers for information.
5. Joint Director (CC) for information with a request to upload the circular on the university website. He is also requested to make necessary arrangements in the Mini Auditorium.
6. All Branch Heads for information.
7. All Section Officers for information.
8. Estate Officer / Manager Guest House / Sanitary Inspector for information.
9. Ms. Moyir Riba, PRO for coverage of the programme.
10. All Dealing Assistants for information.
11. All UDC/LDC for information.
12. Office copy.


(Dr. N.T. Rikam)
Registrar