



IT CELL
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)

CDLU/IT-19/CeFMaTIS/2017/2692-2755

Dated: 10-10-2017

To

All the Dean of Faculties/Directors,
All the Chairpersons/Incharges,
University Teaching Departments,
CDLU, Sirsa.

All the Branch Officers,
CDLU, Sirsa.

Sub: Regarding supply of Hierarchy/Sequence of movement of files/dak (upward and downward movement) in the UTDs/Branches/Offices for CeFMaTIS.

Sir/Madam,

It is intimated that the hierarchy/sequence of movement of files/dak (upward and downward movement) is required by this office to initiate the process of implementation of **Centralized File Movement and Tracking Information System (CeFMaTIS)** in the University.

Therefore, you are requested to supply the requisite information within a week to enable this office to place the same before the Committee constituted for the purpose.

This may be treated as **MOST URGENT** and **TIME BOUND**.

Yours faithfully,


Incharge, IT Cell
for Director(UCC)

Endst. CDLU/IT-19/CeFMaTIS/2017/2756-2758

Dated: 10-10-2017

Copy of the above is forwarded to the following for information and further necessary action:

1. Computer Lab(UCC) for uploading the same on the University Website.
2. P.S. to the Vice-Chancellor (for kind information of the Hon'ble Vice-Chancellor), CDLU, Sirsa.
3. P.A. to the Registrar (for kind information of the worthy Registrar), CDLU, Sirsa.


Incharge, IT Cell
for Director(UCC)