




संजयगाँधी स्नातकोत्तर आयुर्विज्ञान संस्थान
Sanjay Gandhi Postgraduate Institute of Medical Sciences
Rae Bareli Road, Lucknow-226014 (India)

Date: 08-Dec-2021

Circular

Officers/Faculty members have to fill up the form attached with this circular for issue of new RSD NO in case of Confidential/Urgent matter (Ref Director circular no: 848/PGI/DIR/DC/2021 dated: 06-Dec-2021-circular attached).


(Prof. Uttam Singh)
HOD BHI

Copy to:

1. Director, SGPGIMS
2. Additional Director
3. Dean/CMS/MS/FO/ER/JDA/JDMM//FIE/FIR
4. All HOD's
5. All In-charges and Section heads
6. HOD BHI to kindly upload on SGPGI website and circulate through e-office/email

SGPGI.I.M.S. Lko.
e-Office
Computer No. 14605
Date: 8/12/2021
Time:



संजयगाँधी स्नातकोत्तर आयुर्विज्ञान संस्थान
Sanjay Gandhi Postgraduate Institute of Medical Sciences
Rae Bareli Road, Lucknow-226014 (India)

Date: / /

To,

The JDA,
SGPGIMS
Lucknow

Sub: Issue of new RSD No on physical file: Urgent/Confidential
(Ref: Circular no: 848/PGI/DIR/DC/2021 dated: 06-Dec-2021)

This is to request you to RSD Cell to issue me a new RSDNO for physical file. Details are as follows:

1	Subject	
2	Nature of File (Confidential/Urgent)	
3	Reason for requiring Physical RSDNO	
4	Main/Part File	
5	If Part File main file RSD No	
6	Employee ID	
7	Name of the Person opening File	
8	Designation	
9	Department	

Thanking you

()

Signature with Date

Permitted: Yes/No _____

RSD NO Issued: _____

(Signature)

(Signature)

Note: This receipt should be diarised by RSD cell in e-office application

I/397/2021



Phones : (0522) 2668004-008, 700, 800, 900

Fax : (0522) 2668017, 2668129

संजय गाँधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ
Sanjay Gandhi Postgraduate Institute of Medical Sciences

Raebareli Road, Lucknow-226 014 (India)

No. 848/PGI/DIR/DC/2021

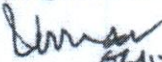
RSD: 6890/19

Dated : 6th December, 2021

Circular

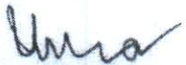
e-office application is implemented at SGPGIMS vide office order no: 590/PGI/DIR/DC/2021 dated: 03-Aug-2021 from 01-Sep-2021. In continuation to the above it has been decided that:

1. Processing of all type of leaves applied by employees/officers related Joint Director (Administration) establishment will be carried out through e-office software application from **15th December, 2021**.
2. The employee/officer will apply leave on HRMS in HIS system; get it forwarded and recommended by competent authority (HOD/Nodal Officers etc).
3. The competent authority will send the leave application through e-office software application to Joint Director (Administration) on e-office id:
Akhilesh K Verma—RSD008.JDA- -O/O Joint Director (Administration) (SGPGI) for processing of leave through e-office software application.
4. No new files will be created in physical form from **15th December, 2021** except confidential file/urgent matter file with due permission of Joint Director (Administration).
5. RSD Cell ADM block should ensure that no new RSD no for files to be generated from **15th December, 2021**.


(R. K Dhiman)
Director

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2. Additional Director
3. Dean/CMS/MS/FO/ER/JDA/JDMM//FIE/FIR
4. All HOD's
5. All In-charges and Section heads
6. HOD BHI to kindly upload on SGPGI website and circulate through e-office/email
7. Mr. AB Prajapati, RSD Cell ADM Block


(R. K Dhiman)
Director