

Ordinance No. 89 of 2017

**THE SCHEME OF NUMBERING OF CYCLOSTYLED/COMPUTERISED
PAGES, ORDINANCE, 2017**

Whereas it is expedient to introduce a proper system for circulation of enclosures to different items on the agenda of the meeting of the Authorities of the University;

And

Whereas for introducing such a system it is also expedient to introduce a scheme for numbering of pages cyclostyled/computerised in all sections of the University.

Now, therefore, for the purpose hereinafter appearing the following ordinance is hereby made by the Management Council:-

1. This Ordinance may be called ordinance providing for the scheme of numbering of cyclostyled /computerised pages.
2. This Ordinance shall come into force with effect from the date of its making by the Management Council.
3. Each cyclostyled/computerised page in each section of the University may be numbered as per the scheme given in paras 4 to 7 below.
4. For the purpose of this scheme each section will be allotted a separate alphabet as given in Appendix 'A'.
Provided that for the effective implementation of the scheme, Registrar may divide, sub-divide, combine or amalgamate section or sections
5. Page number on each page shall begin with the allotted alphabet followed by a numerical number. Numerical numbering shall be consecutive in each section and shall continue upto 9999, after that it begin with 1.
6. Controlling Officer of each section shall allot page number to each page cyclostyled/computerised in his section.
7. This page number shall necessarily be at the centre top of the each cyclostyled/computerised page in the following manner:-

'E-213'

Here 'E' means alphabet to Examination Section and 213 indicates i.e. page number allotted to that page by the Section Controlling Officer.

8. Record of page numbers allotted to different documents during the calendar year shall be maintained in each section in a printed Register.
9. Such printed register may contain the information as given in Appendix 'B' and such other information as the Registrar may consider fit.
10. If any document requires a separate page numbering of its own, Controlling Officer may at his discretion give such separate numbering to that document. Such page numbering shall necessarily be at the centre bottom.

11. Agenda pages (including the notices of the meetings) and pages containing the Minutes of the Authorities of the University may be excluded from the scope of this scheme.
12. This scheme shall not be applicable to the printed pages, however if pages are printed for circulation amongst the members of the authorities of the University, size of each such page may be of a size of a cyclostyled page, i.e. 8 1/2" x 13 1/2", as far as possible.

(Statement of Object and reasons)

To regulate numbering of cyclostyled/computerised pages for circulation of enclosures to different items on the Agenda of the meeting of the authorities of the university, it is necessary to introduce a proper system for circulation of enclosures to different items on the Agenda of the meeting of the authorities of the university, hence this Draft ordinance is prepared for its making by the Management Council.

Gondwana University,Gadchiroli

ALLOTMENT OF ALPILABETS TO DIFFERENT SECTIONS.

Sr. No.	Alloted Alphabet	Name of Section (Sub-section, if any)	Name of the Officer controlling the Section	Remark
1	2	3	4	5
1.	A	Academic Section	Deputy Registrar(Academic)	
2.	B	Establishment Section	Asstt. Registrar(Admin.)	
3.	C	College Section	Director,B.C.U.D.	
4.	D	Development Section	-do-	
5.	E	Examination Section (General)	} Controller of Examinations.	
	X	Examinations		
	Y	Enquiry		
	Z	Confidential		
6.	F	Accounts Section	Finance and Account Officer	
7.	Y	Audit Section	-do-	
8.	G	General Administration Section(including Statistics, Despatch, Registration and stores)	Asstt. Registrar(Admin.)	
9.	H	Hobby Workshop	Foreman.	
10.	I	Physical Education Deptt.	Director	
11.	J	Boy’s Hostel	Warden.	
12.	K	Girls Hostel	Warden	
13.	L	University Library	Librarian	
14.	M	College	Principal	
15.	N	Student’ Union	Director of Students’ Welfare	
16.	O	Engineering(including Electrical Maintenance)	University Engineer.	
17.	P	Garden Department	Garden Superintendent	
18.	Q	Adult and continuing Education and extension Services and N.S.S.	Director. Director.	

Gondwana University, Gadchiroli

RECORD OF PAGE NUMBERS ALLOTTED TO DIFFERENT CYCLOSTYLED/COMPUTERISED PAGES

Name of the Section

Name of the Controlling Officer

Allotted alphabet to the Section

Sr. No. of Document	Date of allotting page No.	Brief heading of the document	Total No. of pages in the document
1	2	3	4

Page Nos. allotted		Remark	Initials of the Controlling Officer
From	To		
5	6	7	8