

January 06, 2014

NOTIFICATION

It is notified for information of all concerned that henceforth all the notifications, circulars etc. shall be issued on-line only.

It is also notified that with effect from January 06, 2014 all the non-academic Sections of the University shall use e-Governance module for day-to-day working in the following areas:

1. All Sections - File Management Module and Leave Module
2. Accounts Section - Bill preparation, Cash book and Ledger book writing

Working on the e-Governance module shall be on provisional basis till further notification. Hence, the current system of record keeping may also be maintained parallelly for some time.

Daily e-Governance training shall be imparted to all the staff members in their Sections only by ICSIL Team as per the schedule given below:

- A. **General Administration** (1000 to 1100 hrs.)
 - i) File Management Module
 - ii) Purchase Module
 - iii) Inventory Module
- B. **Academic Administration** (1100 to 1200 hrs.)
 - i) File Management Module
 - ii) HR Module
- C. **Personnel Administration** (1200 to 1300 hrs.)
 - i) File Management Module
 - ii) HR Module
- D. **Registrar Office** (1430 to 1530 hrs.)
 - i) File Management Module
- E. **Accounts Section** (1530 to 1630 hrs.)
 - i) File Management Module
 - ii) Accounts Module



(Basavaraj Swamy)
Registrar

To
All Faculty Members and Staff

CC:

- PS to VC – for information of hon'ble Vice-Chancellor
- Finance Officer
- Systems Analyst (I/c)