



अंग्रेजी एवं विदेशी भाषा विश्वविद्यालय

हैदराबाद - ५०० ००७

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD - 500 007

No. EFLU/Admn./F.184/2025/ 754

CIRCULAR

18 November 2025

19

Sub: Change in the mode of circulation of all Office communications from
'Physical' mode to 'Electronic' mode at EFLU - Reg.

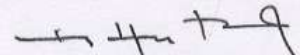
Ref: Approval note dated 14.11.2025.

This is to bring to the kind notice of all the officials concerned that at present various Orders, Circulars and other communication are being delivered to various officer/section of the University in physical form which involves time manpower, use of stationery and often leads to delay in circulation.

Now, it is for information that the work related to digitalization of physical files for implementation of e-office has already begun at the University and progressing at a fast pace in order to achieve a paper-less office.

In view of the guidelines being issued from time to time by the Department of Administration Reforms and Public Grievances (DARPG), Ministry of Personnel, Public Grievances and Pensions, Government of India and as approved by the Competent Authority, it has been decided that henceforth all Orders, Circulars and other official communication shall be circulated through Email/WhatsApp or be posted in the University website.

As such, **all the Dean of the Schools/ Heads of the Departments/Sections / Units** are hereby requested to ensure that henceforth all Orders, Circulars and other official communication shall be circulated through Email/WhatsApp or be posted in the University website only barring few Orders/memoranda which require to be sent in physical mode considering the secrecy/confidentiality to be maintained.


REGISTRAR I/c

To
All the Notice Boards

Copy to :

1. The Director, Regional Centre, Shillong
2. The Director, Regional Centre, Lucknow
3. All the Deans /Heads of Departments/Units/Sections
4. The Proctor
5. The Dean, TI
6. The Finance Officer
7. The Controller of Examinations I/c
8. The Librarian
9. The OSD to the Vice Chancellor
10. The Nodal Officer for the maintenance of the Website – *with a request to upload the Circulation the University Website*
11. The Public Relations Officer
12. The P.S. to the Vice Chancellor
13. The P.A. to the Registrar
14. Personal File