



Office Order

Subject: To device rules and methodology for making official communication with DST regarding

With reference and subject following are the rules and methodology for smooth and official communication with DST.

- GBU shall communicate to DST to use info-gbu@gujarat.gov.in e-mail for all the official correspondence to be sent to GBU.
- In any case if a direct communication is received by any officer, the concerned officer may send the same to info-gbu@gujarat.gov.in and Registrar shall mark the communication to the concerned HoD for preparing the response. All such marked communications must be inwarded for official record. The email shall also be forwarded to the officer as marked by the Registrar.
- The officer in charge shall make necessary arrangements to respond immediately to the marked communication. In the event of the communication not about the scope of work of the officer incharge, the same may be sent back to the Registrar, so that he can re-send the communication to the concerned officer.
- The officer in charge shall create an office note with the response of the information asked to get approval of the Director General through Registrar on e-sarkar. In the event, when it is not feasible to create the file on e-sarkar, a physical note need to be created for approval.
- Once DG approves the response, the concerned officer shall email the approved file/response on info-gbu@gujarat.gov.in as a reply to the email received. PA to Registrar shall send the approved response through info-gbu@gujarat.gov.in email to DST immediately after the response is received.
- In the event that the same information is asked by the multiple channel of DST or multiple times (majority as a reminder) the PA to Registrar is required to re-send the approved response to save time.

Dr. Jeetendra Lilani, Registrar

Gujarat Biotechnology University

CC To:-

1. PA to Hon'ble Director General through e-mail
2. PA to Registrar through e-mail
3. All employees of GBU
4. Deputy Secretary, BT, Dept. of Science and Technology for information and necessary action.

