

No.3/4/2013-SD/AM  
Indira Gandhi National Centre for the Arts  
(Sutradhara Division)

Dated: 31<sup>st</sup> October, 2013

**CIRCULAR**


**Sub: Guidelines for maintaining important documents**

Time to time IGCA enters into MOUs/Agreements with different outside agencies with regard to academic/cultural activities and other administrative issues. At times it becomes difficult to trace these important documents as these are kept with different Division/Units.

It has, therefore, been decided that **all important documents like MOUs, Agreements and Deeds etc. in original will be kept in the custody of Director(Admn) and a copy of these documents will be kept with the HoD of the concerned division.**

In view of the above, I am directed to request that as and when the MOUs/Agreements etc. are executed, **the original copy should immediately be sent to the Director(Admn) for safe custody and due acknowledgment of receipt be taken.**

This issues with the approval of the Competent Authority.

  
31/10/13  
(K.C. Pandey)

Under Secretary(Admn)

**Copy to:**

1. PS to Member Secretary
2. PS to Director(Admn)
3. All Directors/HoDs