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

Dated: 31st October, 2013

CIRCULAR

Sub: Guidelines for maintaining important documents

Time to time IGNCA 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.

(K.C. Pandey)
Under Secretary(Admn)

Copy to:

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