



NAAC A+ Accredited & UGC 12(B) Status Holder

Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **Assam down town**
Charity Trust

Memo No: AdtU/R/2025-26/195

Date: 27-11-2025

CIRCULAR

Standard Operating Procedure for Administrative approval by Administration Department

This SOP is prepared to establish a clear, transparent, and efficient process for obtaining Administrative Approval for all works, services, repairs, operational requirements etc. initiated by the Administration Department.

This SOP ensures accountability, documentation, timely execution, and compliance with University policies. This SOP applies to all administrative units under the Administration Department, including:

- Estate & Facilities Management
- Housekeeping Services (including Guest House and Residential services)
- Electrical Maintenance
- Plumbing & Sanitation Services
- Carpentry & Fabrication Works
- Construction & Civil Works (Minor/Major)
- Warden Office
- Food Services Department (including production)
- Security
- Transport & Logistics
- Central Store
- Event Management
- Admission & Marketing
- IT Department
- IQAC
- Purchase
- All other departments under the Office of the Registrar

Any major or minor work apart from scheduled tasks to be carried out by the above departments must be placed for approval to the Office of the Registrar with the following prescribed procedure -

Major work - Must be put up in physical movement file for approval with adequate justification and list of items required from central store or budget if items need to be procured, if required. Execution will be initiated only after approval from the Office of the Registrar.

Minor work- All departmental head will maintain a register where they will list out the minor works to be executed with requirements and take signature from the person requesting for the work. The register will be brought to the Office of the Registrar for approval at least one day prior.



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Emergency work- In case of emergency work, the information must be conveyed over phone to Registrar/ Deputy Registrar for verbal approval and post facto approval after taking signature from the person requesting for the work must be taken in the register from the Office of the Registrar preferably on the same day.

Any work executed without the approval from the Office of the Registrar will be considered as serious violation of the terms of this SOP and will be subject to appropriate disciplinary action.

Issued with due approval of competent authority.

(Dr. Ashim Barman)
Registrar,
Assam down town University.

Copy for favour of their information to:

1. OSD to Vice Chancellor, AdtU
2. OSD to Pro-Vice Chancellor, AdtU
3. P.S. to Dean of Studies, AdtU
4. P.S to Managing Trustee, dtCT
5. P.S to Resident Trustee, dtCT
6. Chairperson/Dean/Director/Associate Dean/HoD (For circulation)
7. Office of the Controller of Examinations, AdtU
8. All Office (Admin/Academic/IQAC/IT/Accounts/Admission/Marketing/Legal/
Placement/Library/T&D)
9. HR Office
10. Notice Boards/Message Desk (For display)
11. Office file(for record)

