



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/2025-26/1435

Date: 31-07-2026

CIRCULAR

Standardized File Number and Memo Number format for different offices under AdtU

This is to inform all concerned that a standardized File Number and Memo Numbering System has been introduced for adoption by all offices of Assam down town University (AdtU). The standardized format has been designed to ensure uniformity and facilitate efficient record management.

All concerned officials are requested to adopt and use the revised File Number and Memo Number format for all official correspondence with effect from 1st of August 2026.

File Number format- University Name/ Respective Establishment (Faculty of Study/ Department/ Cell/ Office)/ Year of starting the file/ Serial Number

Example:

File No: AdtU/R/2026/001

(Here 'R' stands for Registrar Office)

Memo number format: University Name/ Respective Establishment (Faculty of Study/ Department/ Cell/ Office)/ Academic year/ Month/ Date/ Serial Number

Example:

Memo No: AdtU/R/2026-27/Aug/01/001

Dated: 01-08-2026

Memo No: AdtU/R/2026-27/Aug/01/002

Dated: 01-08-2026

Memo No: AdtU/R/2026-27/Aug/02/001

Dated: 02-08-2026

Memo No: AdtU/R/2026-27/Aug/02/002

Dated: 02-08-2026

(Here 'R' stands for Registrar Office)

Issued with due approval of competent authority.

(Dr. Ashim Barman)

Registrar,

Assam down town University.

Copy for favour of their information to:

1. Executive Secretary to Chancellor, AdtU
2. Asst. Manager- Office of Vice Chancellor, AdtU
3. P.A. to Pro-Vice Chancellor, AdtU
4. P.S. to Dean of Studies, AdtU
5. P.A. to Managing Trustee, dtCT



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6. P.A. to Resident Trustee, dtCT
7. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
8. Office of the Controller of Examinations, AdtU
9. All Officers (Admin/Academic/IT/Accounts/Admission/Marketing/Legal/
Placement/Library/CLPPD/IQAC)
10. HR Office
11. **Notice Boards/Message Desk (For display)**
12. Office file (for record)

