



VICE CHANCELLOR'S SECRETARIAT
OFFICE OF THE PRINCIPAL STAFF OFFICER
University of Balochistan, Quetta.
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No. 26/802 /VC

Dated 24/08 /2026

CIRCULAR

The University of Balochistan, has introduced and implemented the E-Office System for the approval of official files in order to ensure efficiency, transparency, accountability, and timely disposal of official business.

It has, however, been observed that some offices/departments are still routing official files on hard paper, despite the availability of the E-Office facility. This practice is required to be discontinued with immediate effect.

All Heads of Departments/Sections and concerned officers are, therefore, requested to ensure that:

1. All official files requiring approval of the competent authority shall be initiated and routed through the E-Office System.
2. No official file shall be sent to the competent authority on hard paper where the matter is required to be processed through E-Office.
3. Officers and staff concerned shall ensure that all relevant documents are properly scanned/uploaded and attached to the electronic file before submission.
4. The concerned Heads of Offices/Sections shall be responsible for ensuring strict compliance with the E-Office procedure.

It is, further stated that the matter has already been notified by the Registrar, and the deadline for implementation of the E-Office system was **15th August, 2026. Accordingly, with immediate effect, any official file received in hard paper form, shall be returned to the originating office/section without approval.**


(ABDUL KHALIQUE) 24/08/2026
PRINCIPAL STAFF OFFICER

CC

1. P, A to Pro-Vice Chancellor, University of Balochistan, Quetta.
2. P.A to Registrar, University of Balochistan, Quetta.
3. P.A to Controller of Examinations, University of Balochistan, Quetta.
4. All Deans/HoDs/Directors.
5. All Sectional Heads.
6. Master File