

GATEWAY EDUCATION Delhi-NCR, Sonipat	Office Order Implementation of Standardised Office Order Format	DOC: GE/HE/DG OFFICE/2025/173 REV: - DATE: 07 Oct 25 PAGE: 1 of 1
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Dear All,

To promote consistency in the issuance of office orders across all departments — including the office of the undersigned, Principals, Heads of Departments (HODs), Deans and FHs — a standardised office order format has been developed in accordance with the recommendations of the ISO Committee. This standardised format is to be implemented with immediate effect.

1. The approved office order format is enclosed herewith for uniform adoption by all offices.
2. The “DOC” number indicated in the format represents the unique identifier to be assigned by the issuing office.
3. A comprehensive DOC numbering list for various Colleges and FHs is also attached which is self-explanatory.

This list has been compiled based on the current framework and may be revised or expanded as per the requirements of individual Principals or FHs.

All offices are requested to adopt this new office order policy—including the approved abbreviations and numbering system—in its true spirit to ensure a uniform, systematic and ISO-aligned process for issuing office orders across the institution.

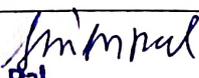
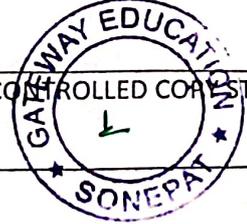


Dr. (Col) A Garg
Director General

Encl: As above

Distribution: Principal GCAD, Principal GIET, Principal GCP, Director Admissions & Placements, Dean Academics, Dean R&D, Dean SW, HoD DCS, HoD DMS, HoD DCA, Head IIC & E, Head Consultancy Cell, Head Admin & EEM Cell, Registrar, Head HR, Estate Officer & Head Maintenance, Head Purchase, Head AS&H, COE, Head ITS, IQAC Coordinator

Copy to: Chairman, Executive Chairman & Executive Directors.

SUBMITTED BY  Dr. Shish Pal Coordinator IQAC Gateway Education	APPROVED & ISSUED BY  07 OCT 25 Dr. (Col) A Garg Director General Gateway Education	CONTROLLED COPY STAMP 
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Title:

SUBMITTED BY

APPROVED & ISSUED BY

CONTROLLED COPY STAMP


Dr. (ed) A Garg
Director General
Gateway Education

LIST OF ABBREVIATIONS & NUMBERING SYSTEM

Sr.No.	INSTITUTE/COLLEGE	DEPARTMENT	ABBREVIATIONS & NUMBERING SYSTEM
1.	GATEWAY EDUCATION (GE)	Director-General	GE/HE/DG Office/Year/No.
		Internal Quality Assurance Cell	GE/IQAC/Year/No.
		Research & Development Cell	GE/R&D/Year/No.
		Dean Academics	GE/DOA/Year/No.
		Dean Student Welfare	GE/DSW/Year/No.
		Registrar	GE/REG.OFF/Year/No.
		Head HR	GE/HR/Year/No.
		TPO	GE/TPO/Year/No.
		Director Admissions	GE/DA/Year/No.
		Dean Accreditations	GE/ACR/Year/No.
		Controller of Exams	GE/COE/Year/No.
		APSH Cell	GE/APSH/Year/No.
		IPR Cell	GE/IPR/Year/No.
		Head Innovation	GE/HI/Year/No.
		Head Vocational	GE/HV/Year/No.
		Head Purchase	GE/HP/Year/No.
		Head IRO	GE/IRO/Year/No.
Head Consultancy	GE/HC/Year/No.		
Head Maintenance	GE/HM/Year/No.		
2.	GIET	Principal, GIET	GE/GIET/P/Year/No.
		Department of Management Studies	GIET/DMS/Year/No.
		Department of Computer Sciences	GIET/DCS/Year/No.
		Department Computer Applications	GIET/DCA/Year/No.
3.	GCP	Principal, GCP	GE/GCP/P/Year/No.
		All Departments, GCP	GE/GCP/Year/No.
4.	GCAD	Principal, GCAD	GE/GCAD/P/Year/No.
		All Departments, GCAD	GE/GCAD/Year/No.


 07 Oct 25
Dr. (Col) A Garg
Director General
Gateway Education