



OFFICE OF THE REGISTRAR MANIPUR TECHNICAL UNIVERSITY, IMPHAL

(A University established under the Manipur Technical University Act, 2016)
Recognised by UGC under Section 2(f) and Section 22 of UGC Act, 1956
www.mtu.ac.in/www.mtuonline.in

OFFICE MEMORANDUM

Imphal, the 20th November, 2025

File No. 118/1/MTU: This is to notify that e-Office has been formally introduced and operationalised in Manipur Technical University with immediate effect. All administrative processes, official correspondences, file movements, and record management shall henceforth be carried out through the e-Office system. All staff members are advised to actively use the e-Office platform for day-to-day office work, ensure timely updating of files, and adhere to the digital workflow procedures to promote efficiency, transparency, and paperless functioning within the University.

2. Further, all faculty members, students, government departments, and the general public are hereby appealed to kindly submit their applications, correspondences, grievances, or queries through email **registrar@mtu.ac.in** or **info@mtu.ac.in** or **vc@mtu.ac.in** or the e Office platform, as applicable. This transition to a digital mode of communication is intended to streamline processes, reduce delays, and enhance service delivery. Cooperation from all stakeholders is earnestly solicited for the successful implementation of e-Office at Manipur Technical University.

Ramananda Nongmeikapam
Registrar
Manipur Technical University
Takyelpat, Imphal

Copy To:

1. PS to Vice Chancellor, Manipur Technical University
2. Chief Financial Officer, Manipur Technical University
3. All Heads of Departments/Asst. Controllers of Examinations/Asst. Librarian/
All Co-Ordinators, MTU for information and necessary action.
4. Station Director, AIR-Imphal/ DDK; News Editor, ISTV/Impact TV/TOM
TV/SKTV/ELITE TV/ISCOM with a request to announce the Press Note as
news item.
5. Web Admin, MTU – for uploading in University's website.
6. Relevant File