



Lahore University of Management Sciences

Notifications Policy

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Signature:

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Document Change Record

Author	Version Number	Change Reference	Signature	Date

Approvals

Name	Designations	Signature	Date

1. Purpose of Policy

The purpose of this policy is to ensure that LUMS notifications protocol is in line with its quality principles and provides a systematic approach to issuance and circulation of notifications.

2. Scope of Policy

This policy is applicable to issuance and circulation of all notifications and related documents at LUMS.

3. Definitions

Circular: - A piece of information that is intended for University-wide distribution, printed on a page / leaflet or through official email. It is to be recommended by the concerned departmental HOD to the VC for approval prior to circulation. It need not be issued by competent authority but generally, it is issued by officers or managers. Circulars are for a specific purpose or event and are required to be numbered. The template for formatting and numbering has been provided in Appendix 1. To show how it works, a sample circular has been provided in Appendix 2.

Memo: - A short written message or report from one person or department in an organization to another, that serves to exchange information relating to day-to-day functions. Memos are to be drafted and recommended by the staff members of the department to the HOD for approval prior to issuance. Template and a sample memo have been provided in Appendix 3 and Appendix 4 respectively.

Notice: - A sign posted in a public forum in order to address a mass audience. Notices are to be approved by the Registrar or the VC. The template for notices is provided in Appendix 5 and its sample has been given in Appendix 6.

Office Order: - Office orders are issued periodically by a competent authority approved by the Registrar or the VC and address aspects relating to office work, change of working hours, instruction on closed holidays, message by senior authorities when they take over some organization, promotions etc. Office orders are to be numbered and the sequence of information is pre-decided. The template and a sample office order have been provided in Appendix 7 and Appendix 8 respectively.

4. Policy Statement

This Policy is intended to establish a formal notification process for all office orders, circulars, notices and memos circulated within LUMS.

The notifications procedure shall follow the process as follows:

Numbering System:

All notifications are to follow a standard numbering format in order to make archiving and referencing easier and more systematic.

The set protocols for numbering of notifications are as follows:

Segment 1: Organization Name – this segment is the name of organization i.e. in all current cases this segment is LUMS.

Segment 2: Department Name – this is the short name of the relevant department. Department name shall consist of two to four (2-4) alphabets.

Segment 3: Sub-Department Name – this is the short name of the relevant sub-department and shall be stated, if applicable. Sub-Department name shall consist of three (3) alphabets.

Segment 4: Notification Type – this is the short name for the type of notification being issued. The following 3 letter abbreviations shall be used: CIR for circular, MEM for Memo, NTC for Notice and OFO for Office Order.

Segment 5: Notification Number – this is the notification number allotted to that particular type of notification. E.g., the first circular issued by the department will have number 01.

Segment 6: Issuance Year – this is the year in which the notification was issued.

Example: Format of Numbering

Policy numbering shall follow the following numbering structure:

LUMS - Department - Sub - Department –Notification Type- Notification Number - Issuance Year
Please refer to Appendix 9 for the list of numbering codes defined as of the last review date of this policy.

NOTE: Codes stated within Appendix 9 of this policy are accurate up to the Notification Type level.

Issuing Authority

Nominated administrative departments or their Department Heads are authorized to issue notifications pertinent to their departmental activity. University wide notices will be circulated by the Office of Registrar, the Office of the Vice Chancellor or any other department authorized by the Vice Chancellor as the case may demand.

Process of Issuance

Once the relevant authority signs and approves the issuance of a notification, a scanned copy is to be circulated over email to all concerned.

Record Keeping

For record keeping purposes, a signed copy of the notification shall be kept in a book, printed on special paper. The said book shall be available in the office that circulated the said notification. Furthermore, a scanned copy is also to be uploaded on the LUMS portal.

5. Waiver of Policy

The Vice Chancellor or Registrar may waive a part or whole of the policy subject to any conditions or restrictions as they may deem fit and appropriate.

6. Roles and Responsibilities of Policy Implementation

Quality Enhancement Cell is responsible for the implementation of this policy.

7. Title of Position with Maintenance Responsibility

Compliance Manager will be responsible for maintenance of the policy including its periodic review and approval of any subsequent modifications to the said policy.

8. Consequence(s) of Non-Compliance with Policy

Disciplinary process of the university shall be initiated in case non-compliance of policies & procedures is identified.

9. Related Documents / Policies

Appended to this policy are the templates for the following, which are to be used University wide for the related documents:

- Circular
- Memo
- Notice
- Office Order

Also appended is the Coding List which is to be used in consistency across the University, and all new codes are first to be populated within this list before they are to be used on any document.

10. Distribution & Physical Security

Access to Policies & Procedures on the intranet portal shall be restricted and access shall be provided by Head HRD through following LUMS Access Management Process. For further information, refer Access Management Policies & Procedures. However, in case a hard copy is required, printing rights shall be granted to the respective stakeholder as part of standard Access Management Process. System shall track the number of hard copies printed against each Login ID and shall maintain log as well.

Where there is a change in responsibility of an employee, the copy / access that the employee has of policy document should be handed over to the new employee and this action shall be documented in the previous employee's handing over notes. When an employee leaves the employment of LUMS, then the copy of/access to policy document should be returned to / revoked by the Head of Department / IT Department prior to his departure.

11. Contacts

Contact	Designation	Phone
Mavra Mushtaq Ahmad	Manager	Ext- 2269
Zainab Shehryar	Assistant Manager	Ext- 2113

12. Appendix 1 – Circular Template



Date: DD Month YYYY
NOTIFICATION CODE:
LUMS-DEPT-SUB
DEPT-NOTIFICATION
TYPE-NOTIFICATION NO-ISSUANCE
YEAR

Circular


Subject:

Content

Regards,

Name
Designation

13. Appendix 2 – Sample Circular

	Date: 04 Oct 2016 LUMS-OSA-ECA-CIR-01-16
<h3>Circular</h3>	
<u>Closure of Maratab Ali Sports Complex</u>	
Content	
Regards,	
_____ Name Designation	

14. Appendix 3 – Memo Template



Date: DD Month YYYY
NOTIFICATION CODE:
LUMS-DEPT-SUB
DEPT-NOTIFICATION
TYPE-NOTIFICATION NO-ISSUANCE
YEAR

Memo

To	
From	
Date	DD Month YYYY
Subject	

Message

Regards,

Name
Designation

15. Appendix 4 – Sample Memo



Date: 04 Oct 2016
LUMS-REDC-MEM-01-16

Memo

To	
From	
Date	DD Month YYYY
Subject	

Message

Regards,

Name
Designation

16. Appendix 5 – Notice Template

Notice



Date: DD Month YYYY
NOTIFICATION CODE:
LUMS-DEPT-SUB
DEPT-NOTIFICATION
TYPE-NOTIFICATION NO-ISSUANCE
YEAR

Applicable Dates

From:

To:

MESSAGE

Regards,

Name

Designation

17. Appendix 6 – Sample Notice

Notice



Date: 04 Oct 2016

LUMS-F&A-PAY-NTC-01-16

Applicable Date:

From:

To:

Message

Regards,

Name

Designation

18. Appendix 7 – Office Order Template



Date: DD Month YYYY
NOTIFICATION CODE:
LUMS-DEPT-SUB
DEPT-NOTIFICATION
TYPE-NOTIFICATION NO-ISSUANCE
YEAR

MESSAGE

- Bullet Points



Regards,

Name

Designation

19. Appendix 8 – Sample Office Order



Date: 04 Oct 2016

LUMS-RO-OFO-01-16



Message

*Bullet Points

Regards

Name

Designation

20. Appendix 9 – Policy Numbering / Coding List

Department	Sub-department	Code Format
Information Systems and Technology		LUMS-IST-CIR-00-YY LUMS-IST-MEM-00-YY LUMS-IST-NTC-00-YY LUMS-IST-OFO-00-YY
Marketing, Alumni and Fundraising		LUMS-MAF-CIR-00-YY LUMS-MAF-MEM-00-YY LUMS-MAF-NTC-00-YY LUMS-MAF-OFO-00-YY
Marketing, Alumni and Fundraising	Alumni Management	LUMS-MAF-ALM-CIR-00-YY LUMS-MAF-ALM-MEM-00-YY LUMS-MAF-ALM-NTC-00-YY LUMS-MAF-ALM-OFO-00-YY
Marketing, Alumni and Fundraising	Donor Management	LUMS-MAF-DOM-CIR-00-YY LUMS-MAF-DOM-MEM-00-YY LUMS-MAF-DOM-NTC-00-YY LUMS-MAF-DOM-OFO-00-YY
Marketing, Alumni and Fundraising	Branding	LUMS-MAF-BDG-CIR-00-YY LUMS-MAF-BDG-MEM-00-YY LUMS-MAF-BDG-NTC-00-YY LUMS-MAF-BDG-OFO-00-YY
Marketing, Alumni and Fundraising	Media and Publications	LUMS-MAF-M&P-CIR-00-YY LUMS-MAF-M&P-MEM-00-YY LUMS-MAF-M&P-NTC-00-YY LUMS-MAF-M&P-OFO-00-YY
Marketing, Alumni and Fundraising	Website Management	LUMS-MAF-WEM-CIR-00-YY LUMS-MAF-WEM-MEM-00-YY LUMS-MAF-WEM-NTC-00-YY LUMS-MAF-WEM-OFO-00-YY
Marketing, Alumni and Fundraising	Marketing Overview	LUMS-MAF-MAO-CIR-00-YY LUMS-MAF-MAO-MEM-00-YY LUMS-MAF-MAO-NTC-00-YY LUMS-MAF-MAO-OFO-00-YY
Facilities & Engineering		LUMS-F&E-CIR-00-YY LUMS-F&E-MEM-00-YY

		LUMS-F&E-NTC-00-YY LUMS-F&E-OFO-00-YY
Facilities & Engineering	Store Management	LUMS-F&E-STO-CIR-00-YY LUMS-F&E-STO-MEM-00-YY LUMS-F&E-STO-NTC-00-YY LUMS-F&E-STO-OFO-00-YY
Facilities & Engineering	Procurement	LUMS-F&E-PRO-CIR-00-YY LUMS-F&E-PRO-MEM-00-YY LUMS-F&E-PRO-NTC-00-YY LUMS-F&E-PRO-OFO-00-YY
General Administration Services		LUMS-GAS-CIR-00-YY LUMS-GAS-MEM-00-YY LUMS-GAS-NTC-00-YY LUMS-GAS-OFO-00-YY
General Administration Services	Environment	LUMS-GAS-ENV-CIR-00-YY LUMS-GAS-ENV-MEM-00-YY LUMS-GAS-ENV-NTC-00-YY LUMS-GAS-ENV-OFO-00-YY
General Administration Services	Event Management	LUMS-GAS-EVM-CIR-00-YY LUMS-GAS-EVM-MEM-00-YY LUMS-GAS-EVM-NTC-00-YY LUMS-GAS-EVM-OFO-00-YY
General Administration Services	Emergency Management	LUMS-GAS-EMM-CIR-00-YY LUMS-GAS-EMM-MEM-00-YY LUMS-GAS-EMM-NTC-00-YY LUMS-GAS-EMM-OFO-00-YY
General Administration Services	Lost and Found	LUMS-GAS-L&F-CIR-00-YY LUMS-GAS-L&F-MEM-00-YY LUMS-GAS-L&F-NTC-00-YY LUMS-GAS-L&F-OFO-00-YY
General Administration Services	Mail Services	LUMS-GAS-MAS-CIR-00-YY LUMS-GAS-MAS-MEM-00-YY LUMS-GAS-MAS-NTC-00-YY LUMS-GAS-MAS-OFO-00-YY
General Administration Services	Masjid	LUMS-GAS-MJD-CIR-00-YY LUMS-GAS-MJD-MEM-00-YY LUMS-GAS-MJD-NTC-00-YY LUMS-GAS-MJD-OFO-00-YY
General Administration Services	Parking	LUMS-GAS-PAR-CIR-00-YY

		LUMS-GAS-PAR-MEM-00-YY LUMS-GAS-PAR-NTC-00-YY LUMS-GAS-PAR-OFO-00-YY
General Administration Services	Disposal of Assets	LUMS-GAS-DOA-CIR-00-YY LUMS-GAS-DOA-MEM-00-YY LUMS-GAS-DOA-NTC-00-YY LUMS-GAS-DOA-OFO-00-YY
General Administration Services	Property Management	LUMS-GAS-PRM-CIR-00-YY LUMS-GAS-PRM-MEM-00-YY LUMS-GAS-PRM-NTC-00-YY LUMS-GAS-PRM-OFO-00-YY
General Administration Services	Security and Safety	LUMS-GAS-S&S-CIR-00-YY LUMS-GAS-S&S-MEM-00-YY LUMS-GAS-S&S-NTC-00-YY LUMS-GAS-S&S-OFO-00-YY
Business Affairs		LUMS-BUA-CIR-00-YY LUMS-BUA-MEM-00-YY LUMS-BUA-NTC-00-YY LUMS-BUA-OFO-00-YY
Business Affairs	PDC & EDH Management	LUMS-BUA-PDC-CIR-00-YY LUMS-BUA-PDC-MEM-00-YY LUMS-BUA-PDC-NTC-00-YY LUMS-BUA-PDC-OFO-00-YY
Finance and Accounts		LUMS-F&A-CIR-00-YY LUMS-F&A-MEM-00-YY LUMS-F&A-NTC-00-YY LUMS-F&A-OFO-00-YY
Finance and Accounts	Insurance Management	LUMS-F&A-IMG-CIR-00-YY LUMS-F&A-IMG-MEM-00-YY LUMS-F&A-IMG-NTC-00-YY LUMS-F&A-IMG-OFO-00-YY
Finance and Accounts	Regulatory Compliance	LUMS-F&A-REC-CIR-00-YY LUMS-F&A-REC-MEM-00-YY LUMS-F&A-REC-NTC-00-YY LUMS-F&A-REC-OFO-00-YY
Finance and Accounts	Investment Management	LUMS-F&A-IVM-CIR-00-YY LUMS-F&A-IVM-MEM-00-YY LUMS-F&A-IVM-NTC-00-YY LUMS-F&A-IVM-OFO-00-YY

Finance and Accounts	Treasury & Cash Management	LUMS-F&A-TCM-CIR-00-YY LUMS-F&A-TCM-MEM-00-YY LUMS-F&A-TCM-NTC-00-YY LUMS-F&A-TCM-OFO-00-YY
Finance and Accounts	Payroll	LUMS-F&A-PAY-CIR-00-YY LUMS-F&A-PAY-MEM-00-YY LUMS-F&A-PAY-NTC-00-YY LUMS-F&A-PAY-OFO-00-YY
Finance and Accounts	Revenue Recognition	LUMS-F&A-RER -CIR-00-YY LUMS-F&A-RER -MEM-00-YY LUMS-F&A-RER -NTC-00-YY LUMS-F&A-RER -OFO-00-YY
Finance and Accounts	Planning & Budgeting	LUMS-F&A-P&B-CIR-00-YY LUMS-F&A-P&B-MEM-00-YY LUMS-F&A-P&B-NTC-00-YY LUMS-F&A-P&B-OFO-00-YY
Finance and Accounts	Funds Management	LUMS-F&A-FUM-CIR-00-YY LUMS-F&A-FUM-MEM-00-YY LUMS-F&A-FUM-NTC-00-YY LUMS-F&A-FUM-OFO-00-YY
Finance and Accounts	Fixed Assets	LUMS-F&A-FIA-CIR-00-YY LUMS-F&A-FIA-MEM-00-YY LUMS-F&A-FIA-NTC-00-YY LUMS-F&A-FIA-OFO-00-YY
Finance and Accounts	Financial Reporting	LUMS-F&A-FIR-CIR-00-YY LUMS-F&A-MEM-00-00-YY LUMS-F&A-FIR-NTC-00-YY LUMS-F&A-FIR-OFO-00-YY
Outsourcing		LUMS-OUT-CIR-00-YY LUMS-OUT-MEM-00-YY LUMS-OUT-NTC-00-YY LUMS-OUT-OFO-00-YY
Registrar's Office		LUMS-RO-CIR-00-YY LUMS-RO-MEM-00-YY LUMS-RO-NTC-00-YY LUMS-RO-OFO-00-YY
Office of Financial Aid		LUMS-OFA-CIR-00-YY LUMS-OFA-MEM-00-YY LUMS-OFA-NTC-00-YY

		LUMS-OFA-OFO-00-YY
National Outreach Program		LUMS-NOP-CIR-00-YY LUMS-NOP-MEM-00-YY LUMS-NOP-NTC-00-YY LUMS-NOP-OFO-00-YY
Vice Chancellor's Office		LUMS-VC-CIR-00-YY LUMS-VC-MEM-00-YY LUMS-VC-NTC-00-YY LUMS-VC-OFO-00-YY
Admissions Office		LUMS-ADO-CIR-00-YY LUMS-ADO-MEM-00-YY LUMS-ADO-NTC-00-YY LUMS-ADO-OFO-00-YY
Office of Sponsored Programs		LUMS-OSPR-CIR-00-YY LUMS-OSPR-MEM-00-YY LUMS-OSPR-NTC-00-YY LUMS-OSPR-OFO-00-YY
Research Centres	Raising Executive Development Centre	LUMS-REDC-CIR-00-YY LUMS-REDC-MEM-00-YY LUMS-REDC-NTC-00-YY LUMS-REDC-OFO-00-YY
Research Centres	Social Enterprise Development Centre	LUMS-SEDC-CIR-00-YY LUMS-SEDC-MEM-00-YY LUMS-SEDC-NTC-00-YY LUMS-SEDC-OFO-00-YY
Research Centres	Centre for Advanced Studies in Mathematics	LUMS-CASM-CIR-00-YY LUMS-CASM-MEM-00-YY LUMS-CASM-NTC-00-YY LUMS-CASM-OFO-00-YY
Research Centres	Case Research Centre	LUMS-CRC-CIR-00-YY LUMS-CRC-MEM-00-YY LUMS-CRC-NTC-00-YY LUMS-CRC-OFO-00-YY
Research Centres	Strategic Sectors Research Centre	LUMS-SSRC-CIR-00-YY LUMS-SSRC-MEM-00-YY LUMS-SSRC-NTC-00-YY LUMS-SSRC-OFO-00-YY
Research Centres	LUMS Centre for Entrepreneurship	LUMS-LCE-CIR-00-YY LUMS-LCE-MEM-00-YY

		LUMS-LCE-NTC-00-YY LUMS-LCE-OFO-00-YY
Research Centres	Gurmani Centre for Languages and Literature	LUMS-GCL-CIR-00-YY LUMS-GCL-MEM-00-YY LUMS-GCL-NTC-00-YY LUMS-GCL-OFO-00-YY
Library		LUMS-LIB-CIR-00-YY LUMS-LIB-MEM-00-YY LUMS-LIB-NTC-00-YY LUMS-LIB-OFO-00-YY
Human Resource Department		LUMS-HRD-CIR-00-YY LUMS-HRD-MEM-00-YY LUMS-HRD-NTC-00-YY LUMS-HRD-OFO-00-YY
Office of Student Affairs (OSA)		LUMS-OSA-CIR-00-YY LUMS-OSA-MEM-00-YY LUMS-OSA-NTC-00-YY LUMS-OSA-OFO-00-YY
Office of Student Affairs (OSA)	Doctor Counselor	LUMS-OSA-DRC-CIR-00-YY LUMS-OSA-DRC-MEM-00-YY LUMS-OSA-DRC-NTC-00-YY LUMS-OSA-DRC-OFO-00-YY
Office of Student Affairs (OSA)	Housing	LUMS-OSA-HOU-CIR-00-YY LUMS-OSA-HOU-MEM-00-YY LUMS-OSA-HOU-NTC-00-YY LUMS-OSA-HOU-OFO-00-YY
Office of Student Affairs (OSA)	Disciplinary Committee / Disciplinary Appeals Committee	LUMS-OSA-DAC-CIR-00-YY LUMS-OSA-DAC-MEM-00-YY LUMS-OSA-DAC-NTC-00-YY LUMS-OSA-DAC-OFO-00-YY
Office of Student Affairs (OSA)	Exchange Program	LUMS-OSA-EXP-CIR-00-YY LUMS-OSA-EXP-MEM-00-YY LUMS-OSA-EXP-NTC-00-YY LUMS-OSA-EXP-OFO-00-YY
Office of Student Affairs (OSA)	Central Coordination	LUMS-OSA-CEC-CIR-00-YY LUMS-OSA-CEC-MEM-00-YY LUMS-OSA-CEC-NTC-00-YY LUMS-OSA-CEC-OFO-00-YY
Office of Student Affairs (OSA)	Career Services Office	LUMS-OSA-CSO-CIR-00-YY

		LUMS-OSA-CSO-MEM-00-YY LUMS-OSA-CSO-NTC-00-YY LUMS-OSA-CSO-OFO-00-YY
Office of Student Affairs (OSA)	Extra-Curricular Activities	LUMS-OSA-ECA-CIR-00-YY LUMS-OSA-ECA-MEM-00-YY LUMS-OSA-ECA-NTC-00-YY LUMS-OSA-ECA-OFO-00-YY
Sports Wellness Recreation	Sports Wellness and Recreation Policy	LUMS-OSA-SWR-CIR-00-YY LUMS-OSA-SWR-MEM-00-YY LUMS-OSA-SWR-NTC-00-YY LUMS-OSA-SWR-OFO-00-YY
Sports Wellness Recreation	Club Sports Policy	LUMS-OSA-CSP-CIR-00-YY LUMS-OSA-CSP-MEM-00-YY LUMS-OSA-CSP-NTC-00-YY LUMS-OSA-CSP-OFO-00-YY
Sports Wellness Recreation	Emergency Medical Services	LUMS-OSA-EMS-CIR-00-YY LUMS-OSA-EMS-MEM-00-YY LUMS-OSA-EMS-NTC-00-YY LUMS-OSA-EMS-OFO-00-YY
Independent Research Centers	Independent Research Centers	LUMS-IRC-CIR-00-YY LUMS-IRC-MEM-00-YY LUMS-IRC-NTC-00-YY LUMS-IRC-OFO-00-YY