



Circular

Transition to e-Communication (eComm) and Discontinuation of FTS Services.

This is for the information of all concerned that effective Wednesday, December 03, 2024, the generation of new FTS numbers for letters will no longer be available through the FTS portal. All communications henceforth shall have to be routed through the newly developed e-Communication (eComm) module in AMS.

Training on the e-Communication (e-Receipt) module has already been provided to all FTS dispatchers across the departments, centers, sections, and units of the University. For additional assistance, telephonic IT support is available. Please contact Mr. Mukhtar (IT Support Official) at +91-8491995967. The help document for same is also available under eComm module, giving step by step details of its process flow.

Additionally, the following processes will also be discontinued through FTS:

- i) The dispatch and receipt of manual bills will cease effective December 5, 2024, as the billing process for research-related bills shall also be transitioned to the eBill module within AMS.
- ii) The movement (dispatch and receipt) of existing manual files will end effective December 16, 2024. All such files must be scanned and transitioned to the eFile mode by the respective departments, centers, units, campuses, or sections.

These transitions are part of our ongoing efforts to enhance process efficiency and move closer to achieving a paperless governance system.

No.F(FTS-Stop/ITSS/KU)II/2024

Date: 30-11-2024



Director

Copy to:

- i) Dean Academic Affairs/ Dean, College Development Council/ Dean Research;
- ii) Dean of all Schools;
- iii) Dean, Student Welfare;
- iv) Heads of all Teaching/ Research Departments;
- v) Registrar / Controller of Examinations;
- vi) Directors/Coordinators/ Incharges of various Research Centers / Units / Institutes/ Satellite Campuses;
- vii) Provost Boys/ Girls;
- viii) Librarian, Allama Iqbal Library;
- ix) SS to HVC for Kind information of the HVC;
- x) All Officers of the Registry / Examination Wing;
- xi) File,