



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under MHRD, Government of India)

DIRECTOR'S SECRETARIAT

F.No.-NITJSR/DS/01/2018/01

Date:-11/01/2019

OFFICE ORDER

It has been observed that the bills/ vouchers are not being submitted by the concerned officials in time. All Heads of the Deptt/ Section/ Centres / Committees/ Projects etc are hence, requested to submit the bills along with audited statements within a month from the completion of the respective event/ matter/ case etc failing which responsibility may be fixed upon the concerned officials.

This issues with approval of the competent authority.

Asst. Registrar

(Coordination, Director's
Secretariat and R & C)

Copy to:-

1. O/o The Director for kind information.
2. O/o The Registrar I/c for kind information.
3. All Deans, Associate Deans, HODs, HOCs, Pls, Coordinators
4. Chief Warden, Wardens
5. All Deputy/ Assistant Registrars, Medical Officer, Executive Engineer, Asst. Executive Engineer
6. P/I (Website) for uploading on the Institute's website
7. Guard File