



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/01/2018/004

Date:-07/02/2019

OFFICE ORDER

An O.O. of even No. dated 11/01/2019 was issued thereby requesting all Heads of the Deptt/ Section/ Centre/ Committee/ Project etc to submit the bills along with audited statements within a month from the completion of the respective event/ matter/ case etc.

However, bills more than 06 to 08 months' are still being submitted before the competent authority for approval/ clearance.

Accordingly, all the Heads of the Deptt/ Section/ Centre/ Committee/ Project etc are once again requested to submit the bills/ vouchers/ DOC or Contingency purchases etc for approval/ clearance to the competent authority within one month from the date mentioned on bills/ vouchers 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 Division)

Copy to:-

1. 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, All Wardens (Through Chief Warden)
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