

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

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Date:

27 MAR 2015

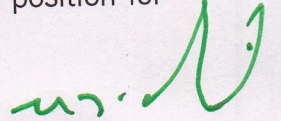
CIRCULAR

Sub: Duties and responsibility to be carried out by the Officers/faculty members given temporary charges of higher position such as Director/HoD/Section Head.

In administration many a time's subordinate officers/faculties are given temporary charges of higher position for specific period to carry out current duties of the post of Director/HoD and the like, if they are not in a Head Quarter for any reason. The establishment and administration manual page 98, Government of India, Ministry of Home Affairs OM No.F.7/14/61Ests.(A), dated 24th January 1963 stipulates that such incumbents cannot exercise statutory powers derived from the act of parliament including FRSR, CCS Conduct Rules and delegation of financial rules etc.

These individuals allotted additional duties as in charge should note that only routine work, which doesn't involved exercising powers shall be carried out by them.

Officers and faculty performing duties of in charges are requested to know this position for strict adherence.



Director

Copy to:-

1. All employees of the Institute
2. Assistant Registrar (Admin.)
3. PA to Director
4. Guard File – For record