

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड  
**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

Ref. No. NITUK/Estt./OO/2015/001/A-566

Date:

27 MAR 2015

**CIRCULAR**

**Sub: Written confirmation of Oral assent.**

Officers and faculty members seek directions/approval/instructions from the Director especially when he is out of station. On some occasions, though physically present in headquarter the Director issues oral instructions for carrying out certain works. It is enjoined on all HoDs/Section Head and others who approached and obtained oral approval/directions/instructions on any administrative issues should submit a written request, referring oral consent for according approval in writing from the Director invariably by first available opportunity. Such written request shall be routed only through dispatch section and in any case not directly to the Director's office.

Utmost care is expected to be exercised while submitting written request providing valid reasons in support and spelling out clearly the conversation with the Director while seeking approval/directions received, else the proposal is likely to be rejected. Only in exceptional circumstances if the approval is obtained through email, the same shall be confirmed in writing at the first available opportunity.

The above instructions are in conformity of the CCS Rules which are applicable to this Institute employees. The same are reproduced below for information of all.

"A Government servant who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the directions in writing (Ref. CCS Conduct Rules, 1964)"

These instructions be noted 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