

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. NITUK/Estt./2016/00/001/ A-403

Date: 31 AUG 2016

CIRCULAR

It is implied that whenever an employee puts his signature on any official document, he/she writes his/her name beneath the signature. All the employees are hereby instructed to write their names below their signatures in any written communication. Deans/Wardens/Associate Wardens/Associate Deans/HoDs/Section Heads shall not forward any such communication to the Institute authorities where name along with signature is not mentioned.

Incharge Dean/Warden/Associate Warden/Associate Dean/HoD/Section Head can't sign as Dean/Warden/Associate Warden/Associate Dean/HoD/Section Head and it should be signed as **Incharge** Dean/Warden/Associate Warden/Associate Dean/HoD/Section Head.

This is for information and strict adherence by the all employees including forwarding authorities/officers.



Director

Copy to:

1. All employees – through email
2. Assistant Registrar (Admin)
3. PA to Director
4. PA to Registrar
5. Guard file – for record