

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

Ref. No. NITUK/Estt./OO/2015/001/A-570

Date:

28 MAR 2015

**CIRCULAR**

**Sub: Official E-mail procedure**

E-mail, it is noted, is a good tool for fast communication. However, certain norms and decorum needs to be observed in the use of E-mail for official purpose. In administration, paper documentation has prime importance and hence the following guidelines are issued:

1. All applications, representations, administrative notes requiring approval are necessary to be submitted to the Director in the form of hardcopy only and also through proper channel. In case the Director is out of station and the matter is very urgent, the Institute Administration with prior consent of the Director shall scan and submit the applications for necessary approvals through email.
2. If the applicant is out of station, in emergent situation, for reasons to be stated, may send the application through email or fax to the Reporting Officer, followed by submission of formal hard copy of application in the prescribed format at the earliest opportunity along with the copy of email through proper channel. Thereafter, the Reporting Officer should follow normal process of submission of the application in original along with copy of E-mail application received with suitable remarks/ recommendations. In the meantime, reporting officer shall forward the hardcopy of email application with remarks for approval. Email application will be entertained only in exceptional/urgent matters.
3. Similarly, applications made after office hours is acceptable (only in genuine cases) in the manner stated above with tenable grounds with justification acceptable to the Administration.
4. Inter office and intra office correspondence through E mail (only when concerned officer is out of station) should follow similar procedure. All E-mails between departmental authorities should immediately be confirmed in writing (by hardcopy) at the first available opportunity.
5. E-mail sent and received should only serve as an advance communication and for all purposes only the hard copy communication will form part of formal official records.
6. As a working arrangement, HODs, Deans, Associate Deans, Wardens, Associate Wardens, In charge Sections, Officers reporting to the Director, can send certain documents only after obtaining telephonic confirmation from the Director. However, in all such cases document in hard copy need to be processed eventually for records.

These guidelines may be noted for strict compliance. Any departure or violation shall be viewed seriously.

Director

Copy to:-

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