

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./OO/2019/001/A-511

Date: 23 JUL 2019

OFFICE ORDER

In compliance to the Finance Committee agenda item no. FC.18.06 dated 22/06/2019, regarding purchase/reimbursement of Briefcase/Office Bag/Ladies purse and the same being approved by the BoG vide agenda item no.22.14 in the light of MHRD Circular No.29-4/2017-S&S dated 27th March, 2017, the expenditure limits for purchase/reimbursement of Briefcase/Office Bag/Ladies purse are as follows:

S.No.	Level of Officer/Official	Upper Cost Ceiling
1.	Director/Dy. Director	₹8,000/-
2.	Registrar/Professor	₹6,500/-
3.	Associate Professor / Assistant Professor (Gr-I) / Joint Registrar / Deputy Registrar	₹5,000/-
4.	All Group-A Officer (Pay Matrix Level-10 and 11)	₹4,000/-
5.	All Group-B employees	₹3,500/-

The entitled Officers/Officials can purchase Briefcase/Office Bag/Ladies purse of their own choice from any private/local outlet. However, reimbursement shall be restricted to the above mentioned Cost Ceiling.

The purchase/reimbursement of Briefcase/Office Bag/Ladies purse shall be due to the above level of Officers/Officials, once on joining the NIT Uttarakhand or on completion of three years from the date of last purchase/reimbursement.

The reimbursement shall be made only after presenting the bill in original with certification that the Briefcase/Office Bag/Ladies purse has been purchased for official use only.

This Order shall be effective from 01/08/2019.

This is issued with the approval of the Competent Authority.


Registrar

Copy to:

1. All faculty and staff members – through email
2. Assistant Registrar (Estt.)
3. Office of the Director
4. Office of the Registrar
5. Guard file - for record