

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref.No.NITUK/Estt./00/2019/001/ A-717

Date: 14 SEP 2019

CIRCULAR

It has been noticed that some employees are frequently visiting and interacting with the staff of Accounts/Establishment/Stores/Academic Section without following the hierarchy of the Institute; and tend to conduct investigative procedures by raising unnecessary queries regarding the status of the files under process for clearance of dues, administrative/ financial approvals.

It creates lot of inconvenience to the employees working in the Administrative Sections towards discharging their routine duties and also hampers the work flow drastically. As various confidential files, documents and other financial records are available in the administration, unauthorized entry & investigative queries on administrative files, documents and records by unauthorized persons is unwarranted and influencing the junior subordinate staff of Administration is serious in nature and is also not good for the healthy environment in the Administration.

In the interest of the Institute and smooth functioning of the Administration, all employees are hereby advised to interact only with the Section Heads, related to any queries on files and doubts. The employees should not make any interim inquiries and indulge in unnecessary argument with the Subordinate/Outsourced staff member of the Sections.

All employees are advised to abide by the above instructions, and non-compliance of the same shall be viewed seriously.

This is issued with the approval of the Competent Authority.


Registrar

Copy to:

1. All employees – through email
2. All Section Heads & subordinating staff – For strict compliance.
3. Assistant Registrar (Estt.)
4. Office of the Director
5. Office of the Registrar
6. Guard file - for record