

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref.No.NITUK/Estt./OO/2020/001/A- 63

Date: 12 JUN 2020

OFFICE ORDER

In continuation to the Institute Office Order No.A-45 dated 17/05/2020, it is expected that concerned employees shall Hand-over/Take-over the responsibilities well in time and in a befitting manner.

While doing so the official e-mail-ID's/login ID's, if any, may also be Handed-over/Taken-over and the new office bearers of the responsibilities should immediately change the password on assuming the respective charge. Further, the new passwords should not be shared with others or even the Office Staff (Regular or Contractual); needless to say that the passwords should be periodically changed to ensure the secrecy of the office and the information.

In addition to the above instructions, all Deans/HoDs/Section Heads and all authorities of the Institute are hereby directed to change all their passwords with immediate effect, for once. Also, only official e-mail IDs be used for all kinds of official transactions.

The confirmation of compliance to the above instructions be rendered by all through e-mail, to the Establishment Section, on or before 3rd June, 2020.

This is issued with the approval of the Competent Authority.


Registrar

Copy to:

1. All employees – through email
2. Assistant Registrar (Estt.)
3. Coordinator (Website) – **for upload on the website.**
4. Office of the Director
5. Office of the Registrar
6. Guard file - for record