

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref.No.NITUK/Estt./2021/00/001/A-403/A-673

Date: 13 JAN 2021

OFFICE ORDER

It has been observed that employees are not following the instructions contained in the Circular No.A-403 dated 31/08/2016. Hence, it is reiterated that to write their name beneath the signature in any written communication is mandatory. All Deans, HoDs, Associate Deans, Wardens, Section Heads shall not forward any such communication to the Institute authorities where name along with signature is not mentioned.

Besides this, all employees shall left a margin of 2 cm, on the top and bottom of the note sheet while initiating and writing comments.

This is issued with the instructions of the Competent Authority.


Registrar

Copy to:

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

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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