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**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

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Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

**Subject: Assumption of Charge.**

Ref: Office Order No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

With reference to the above, I have assumed my duties as Dean/HoD/CVO/Associate Dean/Chief Warden/Warden/Coordinator ( \_\_\_\_\_ ) on \_\_\_\_\_ FN/AN.

The terms and conditions mentioned in the Office Order are acceptable to me.

Yours sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Employee Code: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

**Forwarded to Establishment**

Counter Signature of HoD

**FOR OFFICE USE ONLY**

Prof./Dr./Mr./Mrs. \_\_\_\_\_ has assumed  
the charge of Dean/HoD/CVO/Associate Dean/Chief Warden/Warden/Coordinator/  
on \_\_\_\_\_ (FN/AN).

Authority: Office Order No. \_\_\_\_\_ dated \_\_\_\_\_

Asstt./Dy. Registrar (Estt.)

**Registrar**