

**राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड**  
**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

Ref. No.NITUK/R. Office/2023/3203

Date: 31 JAN 2023

**OFFICE ORDER**

The following faculty and staff members are hereby assigned the additional responsibilities as per details below with immediate effect to till further orders:

S. No.	Name of faculty/staff member	Assigned responsibility	Reporting Officer
1.	Mr. Paras Sah	Coordinator (Guest House)	Registrar
2.	Mr. Sumit Kumar	Superintendent (Estate)	Estate Officer
3.	Mr. Sanjay Chauhan	Junior Assistant (Guest House)	Coordinator (Guest House)
4.	Dr. Vikas Pratap Singh	Associate Dean (P&D-II)	Dean (P&D)
		Coordinator (Maintenance & Sanitation)	Registrar
5.	Dr. Maheep Singh	Associate Dean (FW)	Dean (FW)
		Coordinator (Director's Office)	Hon'ble Director
6.	Dr. Prakash Dwivedi	Associate Dean (Academic-UG)	Dean (Academic)
7.	Dr. Sanat Agrawal	Dean (R&C)	Hon'ble Director
8.	Dr. Vinod Singh Yadav	HoD (Deptt. of Mechanical Engg.)	Hon'ble Director
9.	Dr. Deepak Kumar	Assistant Registrar (R&C)	Dean (R&C)
10.	Dr. Hardeep Kumar	Faculty Incharge Procurement (FIP)	Hon'ble Director

In compliance to the Finance Committee resolution vide agenda item no. FC30.03, all the Coordinators may take imprest money for respective department/section upto limit of Rs.15,000/-.

All the staffs of Maintenance & Sanitation (J.E.-Electrical, Civil and Maintenance) will assist to Dr. Vikas Pratap Singh, Coordinator (Maintenance & Sanitation) for proper maintenance and sanitation of Institute premises.

All the above mentioned employees shall support to each other in respect of previous assignment/responsibilities for smooth functioning of the official process. It should be ensured by them while preceding on leave/any absence, to handover the responsibilities to another person for smooth functioning of the section.

This is issued with the approval of the Competent Authority.

  
I/c Registrar

**Copy (through e-mail) to:**

1. All employees
2. All Dean's/HoD's/Associate Deans/Section Head's
3. Head (CCC) – for update on the Institute website.
4. Assistant Registrar (Estt.)
5. Personal file of all individual concern
6. Office of the Director/Registrar
7. Guard file - for record