



# राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under Ministry of HRD, Government of India, New Delhi)

JAMSHEDPUR (JHARKHAND) – 831014

No. NITJSR/REG/CD/2017-18/ 2822

Date: 15.12.2017

18-12-2017

## NOTICE

This is to inform that the upper limit of DOC Advance drawn by various teaching and non-teaching staff has been revised to Rs.15000/- with immediate effect. Those who have drawn DOC advance above Rs.15000/- are advised to either submit bills or refund the excess advance immediately.

It may be noted that DOC advance should be used only for the purpose of petty expenses like urgent requirement of tea, snacks & refreshments, lab consumables, stationery and minor repair & maintenance and housekeeping items. No assets items should be purchased out of this advance without prior approval of competent authority.

*M. K. Barman*  
18/12/2017  
Registrar (I/c)  
*Drawn*  
15.12.17

Copy to:-

1. 8) Office of the Director for kind information
2. 9) All Deans
3. 10) All HODs/HOSs/HOCs
4. 11) Accountant (I/c)
5. 12) M/s PK Barman & Co.
6. 13) M/s Singhania Agarwal & Co
7. 14) P/I Website