



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर  
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR  
(An Institute of National Importance under Ministry of Education, Government of India)

OFFICE OF THE REGISTRAR

Ref.No.NITJSR/REG/CD/2020-21/772

Date: 23/12/2020

NOTICE

It has been observed that non-consumable items like Rubber Stamp, Towel, Metal Organiser, Cup Set, Highlighter, Scissor, Cutter, Quick Heal Software, Ajanta Clock, Oreva Clock, Bell Candles, LED Flood Light, Name Plate etc. are being taken on charge in one Register along with other consumable items. There should be separate register to record Non-Consumable and Consumable items. One page should be allotted to each item as per orders on Inventory Management.

From 01 January, 2021 onwards in the summary of bills it should be specified clearly as under:-

Non-Consumable Amount items-

Consumable Amount items –

This has approval of the competent authority.

Col (Dr) N.K.Rai (Retd)  
Registrar

Copy to:-

1. The Director for kind information.
2. All Deans, Associate Deans, HODs, HOSs, HOCs, Pls, Coordinators
3. Chief Warden, All Wardens (through Chief Warden)
4. All Deputy / Assistant Registrar, Medical Officer, Executive Engineer, Assistant Executive Engineer
5. P/I (website) for uploading on the Institute's website.
6. Emails of all Faculty / Officers / Staff.
7. Guard file

Col (Dr) N.K.Rai (Retd)  
Registrar