



**NATIONAL INSTITUTE OF TECHNOLOGY, JAMSHEDPUR**  
**JAMSHEDPUR-831014, JHARKHAND**

**F.NO.- NITJSR/DS/01/2018/01**

**Dated:-05/12/2018**

**NOTICE**

I am directed to request all the Deans, Associate Deans, Registrar, HODs, HOCs, Deputy/ Assistant Registrars, Medical Officers etc to ensure that all receipts and dispatches are properly diarised; documents docketed; File Opening Register, File Movement Register, Peon Book & Guard File properly maintained, failing which no file will be processed at the Director's end. The aforesaid officials are also directed to ensure that all the files being forwarded to the Director are properly maintained with file covers in proper condition and file boards attached with them."

Assistant Registrar  
(Director Secretariat and R& C)

Copy to:-

1. O/o Director for kind information.
2. All Deans, Associate Deans, Registrar, HODs, HOCs, Deputy/ Assistant Registrars, Medical Officers.
3. P/I website for information and necessary action.
4. Guard File.