



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर  
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under MoE, Government of India)

कुलसचिव का कार्यालय

OFFICE OF THE REGISTRAR

Ref.No.NITJSR/REG/CD/2020-21/1387

Date: 05.02/2021

OFFICE ORDER - 12/2021

It has been noticed that existing provisions contained in "Manual of Office Procedure" for clearance of files are not being adhered to. Para 14(ii) of Manual of Office Procedure states:-

"The number of levels through which a file passes for a decision shall not exceed four."

2. A committee consisting of following members will study the file movement of all types of files and recommend the channel of file movement in view of the extant provisions.

- |  |                 |
|--|-----------------|
| (i) Dr B. B. Jha( Dept. of MME )       | Chairman        |
| (ii) Dr Uday Kumar (Dept. of Physics ) | Member          |
| (iii) AR S&P                           | Member          |
| (iv) AR Fin.                           | Member          |
| (v) AR Estt.                           | Member Convenor |

3. Suggestions, if any may be given to committee through email by 12 Feb, 2021.

4. Committee is requested to forward the report by 20 Feb, 2021.

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

Copy to:-

- 1 Office of Director for kind information of Director please.
2. All Deans / HODs/ HOSs/ HOCs/ Pls/FICs
3. Chief Warden/ All Wardens (Through Chief Warden).
4. All Deputy/Assistant Registrar, Medical Officer, Engineer (P&D)
5. Guard File.

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