



**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/ 688

Date:- 04/12/2020

NOTICE

Steps to be taken for custody of EMD/BOGs

1. Please refer Para 12 and 13 of NIT Jamshedpur instructions published as "Procurement of Goods and Services of Inventory Management".
2. It has come to notice that EMDs/BGs are being kept at several levels. Many complaints are being received due to delay in release of EMDs and BGs. In view of the instruction in GFR -2017 following actions are to be taken:-
  - (a) The Asstt. Registrar (S&P) shall ensure safe custody of all the EMDs/Bank Guarantees received in the institute w.r.t. Procurement / Contracts purposes through the concerned staff.
  - (b) The Asstt. Registrar (S & P ) shall ensure that a register of all EMDs is maintained in his office
  - (c) The Asstt. Registrar (S & P ) shall ensure that a register of all contracts other than civil works w.r.t. the institute is maintained in his office
3. All EMDs/BGs will be released as per order on the subject.
4. All concerned are requested to release EMDs/BGs, which should have been released. Balance EMDs/BGs be handed over to AR(S & P) by 10<sup>th</sup> December 2020.
5. This is being issued by the order of the competent authority.

  
Colonel (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

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