



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

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

DIRECTOR'S SECRETARIAT

F.No.-NITJSR/DS/01/2018/15

Date:-04/04/2019

OFFICE ORDER

It has been observed by the competent authority that the files being put up before the concerned Heads of Deptt./ Section/ Centre/ Project, Professor/Faculty-in-Charge are not being dealt with promptly and this in turn is hampering the proper functioning of Institute's administration.

You are accordingly requested to dispose off any file placed before you within three days of its receipt.

This is issued with approval of the competent authority.

Asst. Registrar
(Coordination, Director's
Secretariat and R & C)

Copy to:-

8. O/o The Director for kind information.
9. O/o The Registrar I/c for kind information.
10. All Deans, Associate Deans, HODs, HOCs, Pls/FICs, Coordinators
11. Chief Warden, Wardens (through Chief Warden).
12. All Deputy/ Assistant Registrars, Medical Officer, Executive Engineer, Asst. Executive Engineer
13. P/I (Website) for uploading on the Institute's website
14. Guard File