

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./00/2022/001/A-05

Date:

01 APR 2022

OFFICE ORDER

The following faculty/staff members are hereby assigned the additional responsibility of Estate Office with immediate effect to till further orders:

S. No.	Name of faculty/staff members	Additional responsibility
1.	Dr. Aditya Kumar Anupam, Associate Dean (P&D)	Estate Officer
2.	Mr. Paras Sah, I/c. Junior Engineer (Civil Engg.)	Superintendent
3.	Mrs. Beena Rawat, Senior Assistant	Support Staff

The Estate Office will function independently. Primary responsibilities of Estate Office will be as under:

1. To assess the requirement of assets in all central facilities like Guest house, hostels, Director Residence, common committee rooms etc.
2. Procurement of related assets as per budgetary provisions.
3. Stock entries and proper maintenance of Asset registers related to all assets.

This office order will supersede all earlier orders related to Estate Office.

This is issued with the approval of the Competent Authority.


Registrar

Copy to:

1. All employees- through email
2. Dean/Associate Dean (P&D)
3. Assistant Registrar (Estt./Stores)
4. Personal file of all individual concern
5. Office of the Director
6. Office of the Registrar
7. Guard file - for record