

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY  
SECTOR-3, DWARKA, PAPPANKALAN  
NEW DELHI 110045

F.NO. 116(1)/2004/R/NSIT/991

Dated:15.10.2004

**CIRCULAR**

It has come to the notice of the undersigned that the advances involving substantial amount are being paid to personnel working on ad hoc/contractual basis. It has also been noticed that some such officials are being assigned important duties which entail processing/dealing with proposals having financial implications. The services of ad hoc/contractual employees can be terminated at any time without any notice. In case such personnel commit any irregularity like misappropriation or embezzlement of funds then NSIT can not proceed against them under the provisions of CCS(CCA) Rules and Central Civil Services(Conduct) Rules, 1964. In order to pre-empt commission of any such irregularities, following instructions are hereby issued for strict observance.

1. No advances shall be paid to any employee working on ad hoc/contract basis.
2. Any task involving financial implications will not be assigned to such employees.
3. No sensitive record shall be allowed to be kept in the custody of such employees.

All the officers concerned, are requested to follow the above said instructions scrupulously.

(B.L. Sharma)  
Registrar-cum-Vigilance Officer

Copy to:

1. All Deans/HODs
2. All Section In-charges
3. PA to Director for kind information of Director
4. PA to Pr. Secy., DTTE for kind information of Pr. Secy., DTTE.