

**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
AZAD HIND FAUZ MARG, SECTOR-3, DWARKA,
NEW DELHI – 110 075.**

F. No.

Dated:

CIRCULAR

In order to pre-empt commission of financial/ procedural irregularities, instructions were issued vide circular No. 116(1)/2004/R/NSIT/815 dated 13.09.2004 prescribing therein that HODs/ officers-in-charge of respective braches while submitting/ forwarding proposals involving financial implications shall certify that necessary codal formalities have been fulfilled. In furtherance of instructions issued vide circular no.F.116(1)/2004/R/NSIT/815 dated 13.09.2004 and in order to instill a sense of responsibility/ accountability in the officers who deal with proposals involving financial implications, it is hereby notified that Supervisory officers (HODs/ Officers-in-charge of different Branches shall add following certificate at the end of each proposal submitted for seeking expenditure sanction of competent authority.

CERTIFICATE TO BE SUBMITTED BY OFFICERS OF ENGG. WING:

“It is hereby certified that the codal/ procedural formalities as prescribed in CPWD Manual and the Instructions/ Guidelines issued on the subject from time to time have been duly observed/ followed.”

CERTIFICATE TO BE SUBMITTED BY OFFICERS OF (STORE & PURCHASE) BRANCH AND OTHER BRANCHES/SECTIONS:

“It is hereby certified that procedural/ codal formalities as prescribed in GFR and circulars/ O.Ms issued on the subject from time to time have been strictly followed.”

No file/ proposal will be entertained unless/ until the requisite certificate as prescribed above is submitted by the Supervisory Officer, concerned (i.e. HOD/ officer-in-Charge of respective branch) at the end/ bottom of each proposal involving financial implications.

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

Copy to:-

1. All Deans/ HODs, for observance.

2. All the officer-in-Charge of Branch/ Sections for observance.
3. Director for kind information.
4. P. A. to the Pr. Secretary (TTE), for kind information of the Pr. Secretary.