



**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY**  
AZAD HIND FAUJ MARG, SECTOR-3, DWARKA,  
NEW DELHI – 110 078.

**Office of the Director**

F.No. 37(R)/2012/D/NSIT/D-1484  
Dated: 13.3.2014

**ORDER**

In exercise of powers vested with the undersigned under clause 22(c)(iii) and clause 22(e)(vi) of the Rules & Regulations of NSIT, the following powers are delegated to the Registrar to take administrative decisions and accord sanctions, in addition to the duties and responsibilities of Registrar, as mentioned in the aforesaid rules:

- |     |  |                                    |
|-----|--|------------------------------------|
| 1.  | GPF/CPF advance/withdrawal to all categories of employees                        | Full powers                        |
| 2.  | Medical re-imburement/ advance to all categories of employees                    | Full powers                        |
| 3.  | LTC/HTC advance/reimbursement to all categories of employees                     | Full powers                        |
| 4.  | Annual increments to all categories of employees                                 | Full powers                        |
| 5.  | Telephone /Mobile phone charges (office/residence) to Groups A, B, & C employees | Full powers                        |
| 6.  | Festival Advances to all categories of employees                                 | Full powers                        |
| 7.  | Tuition fee reimbursement to all categories of employees                         | Full powers                        |
| 8.  | Reimbursement of conveyance charges  | Upto Rs. 1000/-<br>p.m. per person |
| 9.  | Taxi hire charges  | Upto Rs. 30,000/-<br>p.m.          |
| 10. | News Papers reimbursement charges  | Full powers                        |
| 11. | Recoupment of imprest money  | Full powers                        |

Matters in respect of which powers have been delegated would be disposed off by the Registrar. However, in the absence of Registrar, the files related to above matters would be sent to the Director.

All the files related to Accounts, Stores & Purchases, Establishment and Engineering Cell and the files involving financial implications of all other Sections/ Divisions would be routed through the Registrar with appropriate recommendations to the Director.

This Order will come into force with immediate effect, till further orders.

Sd/-  
( Dr. Raj Senani )  
Director

Contd...2/-

No.F. 37(R)/2012/D/NSIT/D-1484

Dated: 13.3.2014

Copy to:

1. All Deans/HODs/School, NSIT - With the request to inform their respective faculty members
2. Registrar, NSIT - A copy of MOA & RRs of Registrar, NSIT is enclosed for reference.
3. Vigilance Officer, NSIT
4. Head of Office, NSIT
5. All Dy. Registrars, NSIT
6. Ex. Engineer (C)/(M), NSIT
7. Officer I/C (Estt. Mgt), NSIT
8. Coordinator, INS, NSIT - with the request to put a copy of this Order on the Institute website
9. Head, Library Services, NSIT
10. Public Relations Officer, NSIT
11. Medical Officer, NSIT
12. All Branch Incharges, NSIT
13. PS to Pr. Secretary (TTE), DTTE, Muni Mayaram Marg, Pitampura, Delhi-34, for kind information of the Pr. Secretary (TTE), GNCTD.
14. PS to Director, NSIT
15. PS to Chairman, BOG, NSIT
16. All Section Officers, NSIT
17. All Asst. Security Officers, NSIT

Sd/-  
Director