



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)

G.E. Road, Raipur - 492010 (CG)

Phone: (0771) 2254200, Fax : (0771) 2254600, Email: registrar@nitrr.ac.in, Website: www.nitrr.ac.in

No/ NITRR / S-1 / 2023/ 088

Date. 08/08/2023

OFFICE ORDER

All the Faculty and staff of the Institute are hereby informed that the processing matters will be done through the authorities /routes specified below:

1. Existing route as per OA -158/ Dated 11.08.2022
- LTC/CPDA/ Conferences/ Seminars/ GPF Loan/ Part-Final Withdrawal/ NPS Withdrawal Faculty/Staff >HOD/SH > JR> Dean FW> Director>Estt. Section (JR-for issuance of Orders wherever necessary)

Revised route:

1. A. GPF Loan/ Part-Final Withdrawal/ NPS Withdrawal Faculty/Staff >HOD/SH > JR> Registrar > Director>Estt. Section (JR -for issuance of Orders wherever necessary)
B. .LTC/CPDA/ Conferences/ Seminars/ Faculty/Staff >HOD/SH > JR> Dean FW> Director>Estt. Section (JR-for issuance of Orders wherever necessary).

2. Existing route as per OA -158/ Dated 11.08.2022
Process & Orders of Appointments/ Promotions / MACPS/ Transfer Order/ Relieving Order/ PPOs/ LPC/ Lien/ Deputation/ Service matters - Assistant (Estt. Section)> AR (Estt.Section)> JR> Dean FW> Director. In the matter of appointment order of Faculty and Group 'A' Employees, Dean FW will issue the Order after approval. For others, JR will issue order after approval.

Revised route:

Process & Orders of Appointments/ Promotions / MACPS/ Transfer Order/ Relieving Order/ PPOs/ LPC/ Lien/ Deputation/ Service matters - Assistant (Estt. Section)> AR (Estt.Section)> JR> Registrar > Director. JR will issue order after approval.

3. Existing route as per OA -158/ Dated 11.08.2022
Pay Fixation / Annual Increment Assistant (Estt. Section)> AR (Estt.Section)> JR> Dean FW> Director>Estt. Section (Joint Registrar for order issuance after approval).

Revised route :

Pay Fixation / Annual Increment Assistant (Estt. Section)> AR (Estt.Section)> JR> Registrar > Director>Estt. Section (Joint Registrar for order issuance after approval).

4. Existing route as per OA -158/ Dated 11.08.2022
Attestation of Service Books of Faculty and Group 'A' Employees- Estt. Section (Assistant AR>JR> Dean FW).

Revised route:

Attestation of Service Books of Faculty and Group 'A' Employees- Estt. Section (Assistant AR>JR> Registrar).

5. Existing route as per OA -158/ Dated 11.08.2022
No Dues - Faculty/Staff> HOD/ SH> Dean FW

Revised route

No Dues - Faculty/Staff> HOD/ SH> Registrar

6. Existing route as per OA -158/ Dated 11.08.2022
Children Education Allowance- Faculty/ Staff> HOD/SH > JR> Dean FW> Director

Revised route

Children Education Allowance- Faculty/ Staff> HOD/SH > JR> Registrar > Director



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7. Medical Reimbursement- Faculty/Staff > HOD/SH> JR> Medical Officers> Dean FW> Director> DR (F&A).
No change

8. Existing route as per OA -158/ Dated 11.08.2022
Application of all Faculty and Employees in any service matter- HOD/SH> Dean Faculty Welfare> Director.

Revised route:

Application of all Faculty and Employees in any service matter- HOD/SH> AR(Estt) > JR>Registrar> Director

9. Existing route as per OA -158/ Dated 11.08.2022
Approval for 'No Objection Certificate' for employment elsewhere- Faculty/Staff> HOD/SH> JR> Dean FW> Director (in case of Faculty & Group 'A' Staff)>Estt. Section (JR- for issuance of Orders after approval) and for others, Dean (FW) will be approving authority.

Revised route:

Approval for 'No Objection Certificate' for employment elsewhere- Faculty/Staff> HOD/SH> JR> Registrar > Director (For Group A and faculty)/Registrar (For Group B & C) > Estt Section (JR for issuance of orders).

10. Existing route as per OA -158/ Dated 11.08.2022
Issuance of Experience Certificates/ Residential Certificates/ for Passport related Certificates etc of Faculty/ Staff- Estt. Section (JR-for issuance of orders).

No Change.

11.Existing route as per OA -158/ Dated 11.08.2022
Temporary Advance- Faculty/Staff> HOD/SH> Director> DR (F&A).

Revised route

Temporary Advance- Faculty/Staff> HOD/SH>Registrar> Director> DR (F&A).

12. Existing route as per OA -158/ Dated 11.08.2022
Security- Security Officer> Prof. I/c Security/ JR> Dean P&D> Director.

No change

13.Existing route as per OA -158/ Dated 11.08.2022
Transport & Guest House- Staff> Transport/ Guest House I/c> JR> Dean P&D.

No change

14.Existing route as per OA -158/ Dated 11.08.2022
Horticulture and House Keeping- Estate Office / Concerned Committee> Dean (P&D)> Director.

No Change

Copy to :

1. Director NIT Raipur
2. All Deans /HoD's /Section Head of NIT Raipur

N.V.V. 8/8/23
Director
NIT Raipur

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