



राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
West Bengal, INDIA, www.nitdgp.ac.in

(An Autonomous Institution of the Govt. of India under Ministry of Education (Shiksha Mantralaya)

No. NITD/ Estt./2301/2021

Dated: 5th October, 2021

CIRCULAR

This is to notify to all Head of the Departments / Sections/ Centers / Central facilities of the Institute that manpower (Technical / Non-Technical) through service providers are engaged under control of different Heads. The engagement of each manpower will be taken into account as per the working days in a calendar month and it is restricted with maximum twenty two working days in a month. Henceforth, this restriction will strictly be followed. If any exigency arises due to emergency services, additional manpower beyond the restriction of twenty two working days may be deputed and in such cases, prior approval from the undersigned is to be obtained with proper justification.

This issues with the concurrence of the competent authority.

Registrar

Copy forwarded for information to:-

1. Director.
2. All Deans.
3. All Head of the Departments / Sections/ Centers / Central facilities.
4. Web Master- with a request to upload at Institute's Website.
5. Security Officer & I/C, Estate Section- For compliance to the above with respect to security and cleaning & scavenging also.
6. Director's Secretariat.
7. Registrar's Secretariat- with a request to circulate to all concerned.
8. File copy.

Joint Registrar (Estt.)