

# NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

## ESTABLISHMENT SECTION

No. Estt/Misc-1/17/ 1350-4400

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## CIRCULAR

**Sub: Handing over charges during absence from Institute**

All Deans / Head of the Departments / Faculty – in – Charge / In – Charge, Section / Associate Deans / Wardens / Coordinators / Nodal Officers should take approval of the Competent Authority before handing over their charges to other officials of the institute during their absence period from the institute.

  
REGISTRAR

Copy for information and action where necessary to:

1. PA to Director for kind information of the Director
2. All Deans / Head of the Departments / Faculty – in – Charge / In – Charge, Section / Associate Deans / Wardens / Coordinators / Nodal Officers.
3. Dr. Ripon Patgiri, FIC Institute website with an instruction to upload the same in the institute website.
4. Guard File for record