



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय  
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान  
An Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Govt. of India

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No. NITMGH/ES/NOT/PT-2/2023-24/1595

Date: 4.10.2023.

OFFICE ORDER

This is to notify all concerned that the non-teaching employees of all Groups must hand over the charge of their duties/ responsibilities to a colleague in case of absence from the Institute due to leave or tour or otherwise. It is also to notify that the leave reliever for the employee on leave or tour or otherwise must carry out the additional duties/ responsibilities diligently and complete them as required.

This shall be implemented with immediate effect and until further orders.

This issues with the approval of the Competent Authority in supersession to all previous orders/ notifications issued in this regard.

  
(Dr. R. N. Mahapatra)  
Registrar

Copy to:-

- 1) Director's Office, for kind information of the Director, NIT Meghalaya.
- 2) Professor-In-Charge, CC, for kind information and for uploading the same on the Institute website.
- 3) E notice to all employees.