



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) - 177 005 (भारत)
(एक राष्ट्रीय महत्व का संस्थान शिक्षा मंत्रालय के तहत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
(An Institute of National Importance under Ministry of Education)

OFFICE ORDER

It has been observed that even during COVID-19 pandemic, the faculty / staff members are still making internal communications, notices & circulars etc in hard form despite the fact that the mail groups of department/ centre has been created to facilitate and expedite the paperless communication system.

It is therefore hereby emphasized that all the faculty & staff will utilize their official e-mails for submissions of their requests/ claim to the concerned section heads and avoid the submission of hard prints of the communication except specifically required. Further, on receipt of said communication from the individuals, the concerned department / section will process the same for approval of the competent authority through e-office, through prescribed channel (s).

The faculty & staff are expected to realize the ongoing COVID-19 problems & adopt the paperless technology for all purposes.

This has been issued with the approval of competent authority.

No.NIT/HMR/ Admin O/O 97/2020/ 6536-60
Copy forwarded for information & compliance to:-

1. All Deans/ Heads of Department /Branch officers.
2. Faculty / Staff through e-mail
3. PS to Director for information of Director please.
4. Faculty Incharge (Computer Centre) for uploading on Institute website.
5. E-office file

Yogesh Gupta
22/09/20
REGISTRAR

NIT HAMIRPUR

22nd September 2020

Yogesh Gupta
22/09/20
REGISTRAR
NIT HAMIRPUR