

R-2591
26/4/18

Maulana Azad

National Institute of Technology- Bhopal-03

No:S&P/2018/39

Tuesday, 17 April 2018

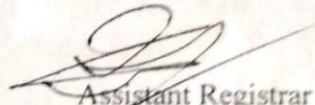
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Sub: **Signing of Purchase Order/ Work Order.**

Earlier, Director of the Institute has delegated some powers to Registrar vide order F.No.11/10 (1)/655 dated 08/07/2016 in which power to sign Purchase order/ Work order (after the approval of Director) was also conferred to Registrar.

Since, Institute is having de-centralised procurement system and custodian of purchase file is respective HoD/ Sectional Head. Henceforth, Purchase order/ Work order shall be signed by respective Head of Department/ Sectional Head (after the approval of Director) for their purchases.

Director's Approval
Dated: 08/04/2018


Assistant Registrar
(Stores and Purchase)

Copy to:

- All Deans
- All HoDs/ Sectional Heads
- PA to Director
- PA to Registrar

These should be on Institute website
also.
Secy I can & put on email.

Uds
26/4/18

Prof. I/c website