

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
AZAD HIND FAUJ MARG, SECTOR-3, DWARKA,
NEW DELHI 110078

F.No. 220(157)/2016-Estt./NSIT/1206

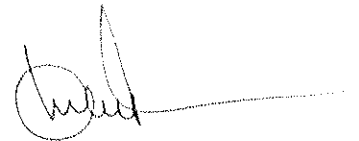
Dated: 02/11/2017

CIRCULAR

It has been observed in the recent past that many HODs are requesting for posting of various categories of staff in their departments. On scrutiny it has been seen that requests are being made although there are no vacant positions of those category in their department. It is apparent that the department may require additional positing of staff than the actually sanctioned posts. It is seen that last post creation of non-teaching staff was done in the year 2006 when 132 additional posts were sanctioned. Thereafter students intake in the college has increased manifold resulting into increase of work load in every Department/Section. It is understood that additional requirement of staff is there in most of the Departments/Sections.

Therefore, it has been desired that all the departments may assess their requirement of staff and send the proposal for additional post creation in the enclosed proforma to the Establishment Branch with complete justification and reasons for such requirement latest by 20.11.2017 so that a consolidated proposal in this regard may be submitted to the DTTE for conducting the study of Administrative Reforms Department in order to create additional posts of required staff.

This issues with the approval of the Director, NSIT.



(Mukesh Kumar Sharma)
D.R.(Admn)

Copy to:

1. All Deans/HODs
2. All Section Incharges } Coordinator, CIME (with a request) to upload on IIS.
3. A.R. Director, office.
4. P.S. to Registrar

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Proforma for Creation of Additional Posts of Non- Teaching Staff.

S.No.	Name of Post	Pay Scale	Grade Pay	Existing Manpower	No. of post required	Complete justification

Additional sheets may be used for giving detailed justifications.