

**Most Urgent**



**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY**  
**(Formerly: Delhi Institute of Technology)**  
**An Autonomous Institute of Govt. of N. C. T. of Delhi**  
**Azad Hind Fauj Marg, Sector – 3, Dwarka, New Delhi – 110 078.**  
**Tel: 25000290, Fax: 2509 9022 Website : <http://www.nsit.ac.in>**

F.No.220(3)/Estt./2008/NSIT/ 10/16

Dated: 12/9/17

**CIRCULAR**

In continuation of earlier circular F.No.220(3)/Estt./2008/NSIT/894 dated 22.08.2017, vide which all the employees of the Institute were requested to update their profile on the CIMS website, it is informed that w.e.f. 18.09.2017 (Monday), all applications regarding Leaves, Leave Travel Concession(LTC) and Children Education Allowance(CEA) will be processed through CIMS portal only. No manual application in this regard will be entertained.

Therefore, all the faculty members, officers and officials of the Institute are requested to submit their above referred requests online through CIMS website and thereafter, the print out of this online application alongwith supporting documents may be submitted in Central Diary & Dispatch Section.

Further, all the staff of establishment section is directed to process these online requests through e-mode only and no manual file is to be put up. Any work related to these modules which is done through any mode other than e-mode will be treated null & void.

This issue with the approval of Director, NSIT.

(MUKESH KUMAR SHARMA)  
DEPUTY REGISTRAR(ADMN.)

Copy information/necessary action to:-

1. All Deans/ HODs
  2. All Section Incharge(s)
  3. Coordinator, CIMS
  4. A.R. to Director
  5. P.S. to Registrar
- } with a request to bring the same to the notice of all concerned Officers, Faculty & Officials of their respective deptts/ sections.



(MUKESH KUMAR SHARMA)  
DEPUTY REGISTRAR(ADMN.)