

**NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136 119  
[STORE SECTION]**

No. SO/16/

Date :-14-09-16

**IMPORTANT**

**OFFICE ORDER**

**Subject :-** Revision in Work Distribution for different seats in Stores Section

With reference to above cited subject, following work distribution is re-arranged with immediate effect till further order for smooth functioning of the store section:-

Sr. No.	Name of Staff	Work Distribution	Remark
1.	Shri. Rajkumar Accountant (SG-II)	1. To initiate or move Purchase Work related to TEQIP and other Purchases under different research projects like DRDO etc. 2. Attendance and Pay Claiming Related Records 3. Petty and other stationary purchases related work from purchase ,billing to record maintaining for the Institute as Central Store.	One DEO and One Peon engaged through out sourced service provider will help in proper execution of the work.  The same DEO and Peon will also provide full time help to the undersigned as and when required.
2.	Shri Hardeep Saini Sr. Superintendent	1. To initiate/move Purchase Work/Job Work of Estate related to the Institute. 2. To co-ordinate PFC and other Purchase Committee meeting of the Institute/Departments. 3. Preparation of the Comparative and PO 4. Preparation of the Tenders/Calling Expression of Interest(EOI) 5. To co-ordinate Foreign Purchase Process 6. To co-ordinate with Accounts department/teaching departments 7. To help the DR(Store I/c) in drafting the noting related to the purchase cases moved through stores. 8. Other misc works	
3.	Shri Dharamveer Sr. Superintendent	1. To provide help to Shri Rajkumar in discharge of his duty i.e. Bill Preparation, Processing, Record Maintainance of the MAS/MIA of Store section 2. RTI Reply 3. Inward/Outward Dak/ Registry	

All are hereby requested to complete pending work of their related seats in timely and best possible efficient manner as per their capacity. In case if you face any difficulty in discharge of the duty assigned to you, you may please consult undersigned.

*Balraj*  
Deputy Registrar (Stores I/c)

14/9/16

**Staff of Store Section or information and necessary compliance of the order.**

**Copy to:-**

- 1) The Dean (P&D) for his kind information.
- 2) Coordinator TEQIP-II for kind information.
- 3) Sr. Secretary to the Registrar for information of the Registrar.
- 4) Sr. Secretary to the Director for information of the Director.