सं. No. – NITR/ES/2014/M/ 234   दिनांक Date – 31/01/2014

POLICY ON ENGAGEMENT OF APPRENTICES

The Institute has been engaging Apprentices in various areas like Library, Electronics, Office management, etc. for last few years. In order to ensure their proper training and compliance of the statutory requirements, following policy will be in place in the Institute.

Particulars	Library Apprentices	Other Apprentices
Selection of Apprentices	By open advertisement and selection test / interview [To be coordinated by BPCL but offers to be sent by Registry]	As assigned by the Board of Practical Training [BOPT], Eastern Region, Kolkata or any other authority.
Assignment of Department	BPCL [One DL/AL to be in-charge as assigned by the PIC/Librarian]	Depending upon the Trade [One Faculty/Officer will be in-charge as assigned by the HOD/Registrar]
Tenure	2 years	As fixed by BOPT or any other authority.
Rate of Stipend	As fixed by the Institute	
Mode of Processing	Concerned Department/Office will send the monthly recommendation to ES-II by 25th of every month and ES-II will send the consolidated list to FA by 30th of same month for payment within 1st week of the next month.	
Mode of Payment	Through SBI A/c only [All have to open A/c immediately on joining]	
Leave	30 days/year [@2.5 days/month]	As per the Apprentice Act 1961 [10 CL + 15 Medical + 10 EOL]
Attendance	"Biometric Attendance plus Supervisor" method as followed for research students will be used for computing stipend and leave.	
Progress Report	Quarterly Progress Report to be prepared by the concerned DL/AL and sent through PIC (BPCL) to Registrar.	Quarterly Progress Report to be prepared in prescribed Form APP-6 by the concerned Faculty/Officer and sent to through HOD to Registrar.
Record Keeping and Compliance	BPCL and ES-II	ES-II

This issues with the approval of the competent authority.

REGISTRAR

Copy to –

1. All Deans / Chief Warden / HODs / HOOs
2. Dy. Registrar [FA] / Asst. Registrar [ES-II]
3. Secretary to Director

राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology, Rourkela
स्थापना कार्यालय
Establishment Office

सं. No. – NITR/ES/2014/M/ 235   दिनांक Date – 31/01/2014

GUIDELINES ON SPENDING AND PROCESSING OF IMPREST MONEY

1. INTRODUCTION

Imprest Money is in the nature of Permanent Advance available for normal day-to-day cash expenditure. Whenever the amount is about to be exhausted, it is recouped by adjustment of the expenditure done till that time by submission of Cash Memos.

2. AMOUNT

As notified by the Institute from time to time. At present it is ₹ 10,000/-. However, Director may sanction higher amount to any HOD/PIC depending upon the requirement.

3. AUTHORITY

a. Only HODs/PICs who have got a separate budget ID for Non-plan Operating Grant as allocated by the Finance & Accounts Office are authorized to have Imprest Money out that Operating Grant. It constitutes a portion of the "Direct Purchase". No Imprest is admissible against any Plan Grant.

b. Every HOD/PIC/Registrar should nominate one Faculty/Officer/Secretary as In-charge of their respective Direct Purchase (which includes Imprest) and Faculty/Officer/Secretary made in-charge will remain responsible for the utilization, stock-entry and processing of the Imprest under him/her.
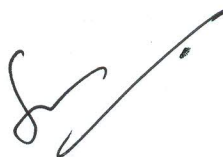
4. UTILIZATION

a. The Imprest should only be utilized for such petty expenses which cannot be paid through bank/cheque by processing of the Invoice/Bill of the party, e.g for buying a bouquet of flower to be presented for welcoming a guest or payment of labour/trolly charges for local transportation of any item/equipment, etc.

b. Imprest should not be used to buy items of durable nature like printers, furniture, etc.

c. Payment from Imprest should not be made to buy any goods/service of value exceeding ₹ 1000/- from such parties who normally do business with the Institute and receive payment through bank/cheque.

5. STOCK ENTRY AND PROCESSING

a. All expenses made from Imprest should be supported by printed Cash Memo or Hand Receipt if the party does not have printed Cash Memo. Invoice/Bills are not admissible against expenditure from Imprest unless it contains on face of it a statement "Received Cash" and signed by the same signatory who has signed the Invoice/Bill.

b. Stock entry will be made in the Stock Register Sl. No. – 04 issued by Purchase & Works Office. There will not be any other Stock Register for this purpose.

c. Recoupment of Imprest may be claimed from Finance & Accounts Office in FORM – PPIM/1F(a) whenever the expenditure reaches 75% of the Imprest Amount or higher.

d. Not more than six Imprest Recoupment Claims will be processed per year per Department.

This issues with the approval of the competent authority.

REGISTRAR

Copy to –
1. All Deans / Chief Warden / HODs / HOOs
2. Dy. Registrar [FA] / Asst. Registrar [IA] / Asst. Registrar [PW]
3. Secretary to Director

सं. No. – NITR/RG/2014/M/233   दिनांक Date – 31/01/2014

FILES/DOCUMENTS TO BE CREATED/SENT THROUGH FILE TRACKING SYSTEM [FTS]

The File Tracking System [FTS] developed by the Office Automation Cell has been in use since last two weeks and based on practical experience of bulk users and the feedback received from other users during this period, following policy is adopted regarding Files/Documents to be created/sent through the FTS:-

TO BE CREATED/SENT THROUGH FTS

Only those Files/Documents which are meant and/or expected to move to multiple offices and/or authorities need to have FTS ID and recorded on FTS in addition to normal physical mode through Docket/Peon Book.

Examples –
1. Purchase Files / Works Files
2. All types of Bills/Claims sent to FA/PW
3. Applications in Form – ES/03, ES/04, ES/05, ES/07, ES/08, etc.
4. Application for Medical Referral/Reimbursement.
5. Employee specific grievances/representation (e.g. inclusion of spouse/baby as dependant)

Exceptions –
1. Print-out of Leave Application and Joining Report of employees.
2. Personal Applications/Grievances/Representations of students.

NOT TO BE CREATED/SENT THROUGH FTS

Those Files/Documents which are NOT meant and/or expected to move to multiple offices and/or authorities should NOT have FTS ID and should NOT be sent through FTS. In other words, those Files/Documents which are meant and/or expected to be either archived or processed in batches [of similar Files/Documents received from multiple employees/Offices/Departments] by the recipient Office/Department need NOT have FTS ID and sent through FTS. Such Files/Documents need to be sent in normal physical mode through Docket/Peon Book without recording on FTS.

Examples –
1. Requisitions/Circulars/Office Orders/Notices, etc.
2. Application for House Allotment, issue of ID Card, Medical Book for self or dependants
3. Application for Festival Advance, Children Education Allowance, etc.
4. Envelopes/Parcels to be sent through Post/Courier to outside.

NOTE – Above list are illustrative only. For Files/Documents not mentioned above, HODs/HOOs may judiciously decide the requirement of creating an FTS ID for the specific Files/Documents.

This issues with the approval of the competent authority.

REGISTRAR

Copy to --
1. All Deans / Chief Warden / HODs / HOOs
2. PIC [Office Automation Cell]
3. Secretary to Director