



**राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम**  
**NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM**  
 (An Institute of National Importance, Ministry of Education, Govt. of India)

Establishment work and its procedure:-

Sl no	NATURE OF WORK	Time Taken
1	Maintenance of the Personal Files of all regular faculty members and staffs.	Time to time update
2.	Maintenance of the Service Book of all regular faculty members and staffs.	Time to time update
3.	Leave records, vacation/retention records of regular faculty members and staffs. 1. Leave form Duly signed by HOD submitted to establishment section and same will be placed in his leave file for approval: 2. Employees leaving station for any must be forwarded by their section head/HOD. The application should be submitted to the Establishment Section for further process.	1-3 days
4.	1. NOC approval for all regular faculty members and staffs. Application duly forwarded by HOD submitted to establishment section and same will be placed in his personal file for approval 2. NOC approval for all Temporary faculties. Application submitted to establishment section and same will be provided	1-3 days
5	Approval for Workshop/training/online/offline program All regular employees must ensure to apply preferably 10 days before; application must be forwarded by their section head/HOD. The application should be submitted to the Establishment Section and same will be placed in file for necessary approval.	1-3 days
6.	Leave Travel Concession LTC approval form including all necessary documents Duly signed by HOD submitted to establishment section and same will be placed in his leave file for approval	1-2 days
7.	Children Education Allowance CEA form including all necessary documents submitted to establishment section and same will be placed in file for approval	1-3 days
8.	All the office order, Transfer Order, file movement etc.	1-3 days
9.	All Ministry queries/replies: LSQ and RSQ	Within specific time given by ministry
<i>Maintaining confidential reports of all regular faculty members and staff increments &amp; their correspondence</i>		

*Adh*

*(Sr. Assistant)*

*Estb. Section*

Sl. No.	Student Welfare Office Works	No. of days to complete the assigned work
1.	Money Receipt of Mess fee.	1
2.	Data entry of Mess fee and Verification.	15
3.	Student Group Insurance.	45
4.	ID card.	15-20
5.	Hostel allotment.	1-2
6.	Hostel Maintenance.	2-3
7.	Purchases related to Student and Mess.	45
8.	Demand Letter for loan.	1-3
9.	Bank Reconciliation Statement.	15
10.	Disposal garbage.	5-7

  
DSW  


Sl.No	Academic Office Works	No. of days to complete the assigned work	
1	Issuing of the following certificates viz. Bonafide Certificate, Migration Certificate, Transfer Certificate, Character Certificate, Medium of Instruction, CGPA Conversion Certificate, Provisional Certificate, Rank Certificate, Consolidated Marksheet, Transcripts, Education Verification, Demand Letter, Thesis Submission Letter, Letter of Recommendation, Police Verification, Bihar Student Credit Card Scheme Verification and Generating Fee Receipts etc.	1-2 working days	
2	Issuing Duplicate Marksheet and Degree Certificate.	15-30 working days	

  
 21/9/22  
 Junior Assistant, Academic Office