



मौलाना आजाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल-462003

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL-462003

(An Institute of National importance under Ministry of HRD, Govt. of India)

No. Estt/Misc/2020/ 1951

Dated: 28/05/2020

CIRCULAR

It has been noticed over the time that posting/transfer orders are not being implemented in a time bound manner. It is impressed upon all Heads to ensure that following action is taken timely upon issue of transfer/posting orders:

- (1) Transferred employee should be relieved by concerned HOD/Section Head within the time mentioned in transfer order.
- (2) Before relieving, it should be ensured that transferred employee has handed over his/her charge to another employee of the Deptt./Section.
- (3) Copy of relieving/joining report and charge handing over/taking over report should be forwarded to undersigned without any delay.


28.5.2020
Registrar

Copy to,

- (1) All Deans.
- (2) All HODs/Section Heads.
- (3) Prof. Incharge, Institute website, to ensure upload of this Circular on Website.
- (4) PA to Registrar, for record.
- (5) Director, for kind information.