



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय  
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA  
(An Institute of National Importance under MoE, Govt. of India)

Bijni Complex, Laitumkrah, Shillong – 793003 (India)  
Ph: +91-364-2501294 Fax: +91-364-2501113  
Website: www.nitm.ac.in

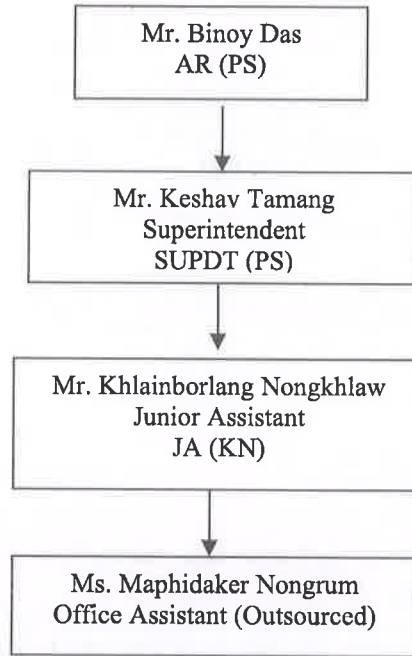
No. NITMGH/ES/NOT/Vol.IX/2024-25/ 70

Date: 8.04.2024.

**NOTIFICATION**

This is to inform that, with the approval of the Competent Authority, the Section and incumbent wise allocation of duties in respect of Purchase Section and Internal Audit Section are as under, which will be with immediate effect until further orders:

**1. Purchase Section**



**Responsibilities of the Section:**

1. Handling the entire process from Indenting to Tendering for all purchases through GEM/ CPP, submission of bills to release of payments for these purchases.
2. Processing and put-up matters related to Purchase, Annual Maintenance of stock records and numbering of furniture, fixtures, etc.
3. Assisting in tender openings, staff recruitment examinations, interviews, etc.
4. Maintain records and verify hostel furniture & fixtures, hostel gyms and sports equipment and consumables.
5. Physical verification of Fixed Assets for the Estate Inventory
6. Processing for release of advertisements and tenders through newspapers and website.
7. In-charge of all works related with preparation of identity cards of regular employees, project staffs and Trainee Teachers.
8. Managing Land documents, Environmental Clearance Certificate, Municipal/Local Authority Certificate, Fire & Safety Clearance Certificate, Master Plan of NIT Meghalaya Sohra Campus for record.
9. Any other duties assigned by the Institute authorities from time to time.
10. **For APAR** - Reporting Officer: AR-PS, Reviewing Officer: Registrar, Accepting Officer: Director

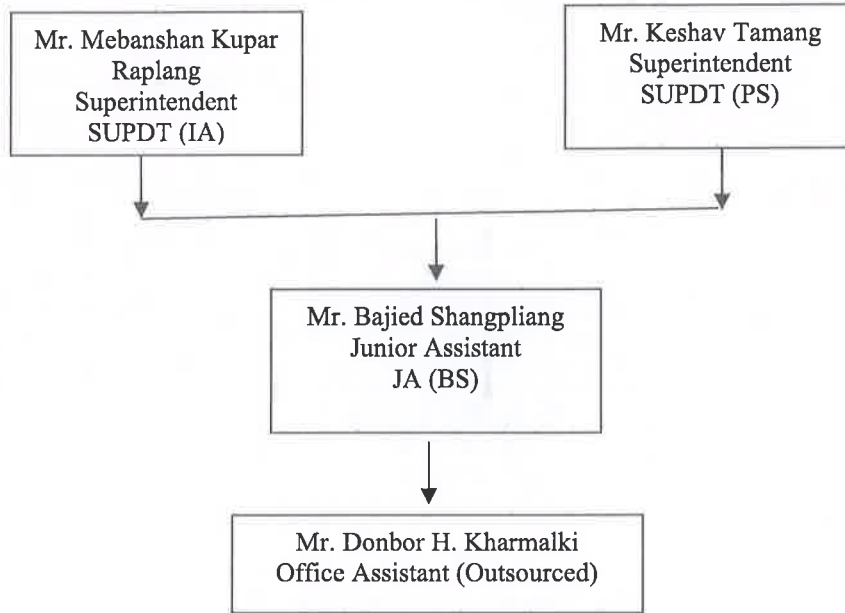
*B. G. G. G.*



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## 2. Internal Audit Section



### Indicative Responsibilities of the Section:

1. Auditing of Re-imbursements Bills, Advance Adjustment Bills, TA Bills, LTC Bills, etc.
2. Vetting of Purchase/Works proposal of the Institute
3. Auditing of Purchase, Work Bills, Single Tender Enquiry (STE) etc. of the Institute.
4. Auditing of Miscellaneous bills of the Institute and Quarterly/Half yearly audit of the payments/expenditures/purchase.
5. Auditing Reimbursement from CPDA of faculty members for Membership fees, approved purchases, etc.
6. Auditing of salary of regular and contractual employees, Trainee Teachers, outsourced personnel.
7. Auditing of Stipend of P.G. students, JRFs, Project staff, etc.
8. Auditing of Payments for Hostel Maintenance Fees, Water Supply, Telephone, Transport, Security, Housekeeping, etc.
9. Auditing of D.A. increment arrears payment.
10. Auditing of Processing and Payment of Purchase order Supply bills, Engineering Section bills, etc.
11. Auditing of Medical reimbursement bills of faculty, staff and students.
12. Auditing of bills relating to Children Education Allowance
13. Carry out annual physical stock verification of equipment, furniture, fixtures, consumables, etc as per GFR norms.
14. Any other duties assigned by the Institute authorities from time to time.
15. Report to Registrar in all above matters.
16. **For APARs** - Reporting Officer: Registrar, Reviewing & Accepting Officer: Director

*B. Gupta*



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The aforementioned employees are required to hand over and take over their respective charges immediately.

This notification has been issued with the approval of the Competent Authority.

(Dr. B. Chakravarty)  
Registrar

Copy to:-

- 1) Director's Office, for kind information of the Director, NIT Meghalaya.
- 2) Mrs. Ambika Rai, former AR (PS), for kind information and needful with a request to handover the charge to the new AR (PS).
- 3) Mr. Binoy Das, AR(PS), for kind information and needful with a request to take over the charge from the former AR(PS) and also to handover the charge of AR (IA) to the Superintendents of Internal Audit Section.
- 4) Professor - In-Charge, CC for making changes on the website, wherever required.
- 5) E-notice to all faculty and staff.
- 6) Concerned personal files for record.

