



Ref. No.: NITMGH/ES/Trans/Hiring/Vol. III/2022-23/ 2974

Dated: 16 .03.2023

## OFFICE ORDER

This is to notify that one Institute vehicle shall be engaged for weekly visit / trip on Wednesday's to the permanent campus at Sohra w.e.f. 15<sup>th</sup> March 2023.

Staff / Faculties planning to visit the Institute's Permanent Campus at Sohra on Wednesday's for any work or purpose shall inform the Transport Committee before hand and submit their Tentative Tour Programme vide prescribed Form ES-28 and their Tour Report after completion of the tour vide prescribed Form ES-29 for smooth processing.

This issues with the approval of the Director and shall be effective w.e.f. 15.03.2023.

  
Registrar

### Copy Forwarded to: -

1. PA to the Director, NIT Meghalaya for kind information of the Director.
2. Dr. B.K. Debnath, PIC, Transport Committee, for information.
3. AR (ES) / AR (FA) / AR (IA) for information
4. Superintendent (IA) / Superintendent (FA) for information
5. E-Notice to all Faculties, Staff, Trainee Teachers, Outsourced Staff for information and necessary action.