

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH,
Shamla Hills, Shanti Marg, Bhopal – 462002**

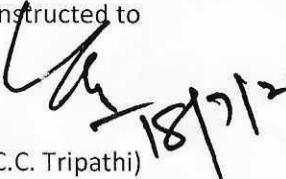
No. NITTTR/Audit/2024-25/ 1039

Date: 18/07/2025

ORDER

The Audit of the Annual Accounts of the institute for the year 2024-25 will commence from 21st July, 2025. The Accounts Officer is hereby directed to coordinate all activities related to the Audit under the supervision of Dean Administration/Chairman, FAC/Sr. Administrative Officer/Administrative Officer in collaboration with the Accounts Section staff. It is hereby instructed that concerned department & section to ensure that all papers, documents and relevant files related to the audit must be submitted through Accounts Officer only. It is also advised that in case the audit party desires to have discussion with any of the Heads of the Department/Sections, Dean Administration/Sr. Administrative Officer, Administrative Officer/Accounts Officer be consulted before discussion with Audit Party. All employees of the institute are advised not take leave during the audit period.

The Coordinators of Extension Centre Pune, Ahmadabad, Goa, and Raipur are hereby directed to prepare all records for the audit purpose. One person each from Extension Centres may be instructed to bring all records to Bhopal whenever asked by Accounts Officer.


(Dr. C.C. Tripathi)
Director

Copy to:-

1. All Deans/Heads of Deptt/Centres/Sections, NITTTR, Bhopal
2. **Administrative Officer – To arrange vehicle facility to the Audit Party (05 members).**
3. **Dean E&IM and IPD – To arrange space facility to the Audit Party (05 members).**
4. **Chairman Mess Committee – To arrange refreshment, lunch and high tea facility to the Audit Party (05 members).**
5. Coordinator, NITTTR Extension Centres Pune, Ahmadabad, Goa, Raipur
6. Sr. PA to Director
7. Institute Website