



# राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला

NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA  
AGARTALA - 799046 ( TRIPURA )

F.NITA.2(530-Estt)/2020/595-603

Dated 03-5-2023

## CIRCULAR

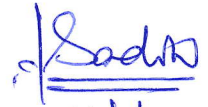
Sub: Entry/Updation of Family details in MIS Portal.

It is hereby informed that all the regular Faculty and Non-faculty employees of NIT Agartala are required to update their family details in MIS Portal of NITA for availing smooth treatment facilities including referrals at ILS hospital. The updation should be completed within **15 days** from the date of issue of this circular.

It is to note that the data so filled by the Institute employees should be strictly as per details of family submitted by them in their service record.

All due precaution should be exercised in updating the said details on MIS as the data so captured may be used for extending other services benefits after due verification of the same from the respective service records by Establishment Section.

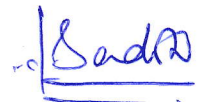
This is issued with the approval of the Competent Authority.

  
02/6/23

**REGISTRAR**

Copy to:

1. PS to Director, NIT Agartala for kind information of the Director.
2. All Deans, NIT Agartala.
3. All HoDs, NIT Agartala.
4. All Deputy Registrars, NIT Agartala.
5. All Assistant Registrar, NIT Agartala.
6. Medical Officer, NIT Agartala.
7. Chairman Librarian, NIT Agartala.
8. All Section-in-Charges, NIT Agartala.
9. Chairman Network & Website with a request to upload the same on Institute website.



**REGISTRAR**