

## OFFICE ORDER:

In supersession of this office order bearing No. D/1642 dtd. 23/12/2005, the normal hours of attendance (timing) of the Institute is hereby notified as under with immediate effect.

(1) Administrative/ Academic / Accounts & Departmental offices:

9:30 AM to 6:00 PM Recess: 1:30 PM to 2:00 PM

(2) Estate Section

9:00 AM to 5:30 PM Recess: 1:00 PM to 1:30 PM

(3) Store Section

9:30 AM to 6:00 PM Recess: 1:30 PM to 2:00 PM

(4) Dispensary

8: 30 AM to 1:00 PM & Break: 1:00 PM to 4:00 PM 4:00 PM to 7:30 PM

(5) Library (Regular days)

9:30 AM to 6:00 PM & Recess: 1:30 PM to 2:00 PM 12:00 NOON to 8:30 PM Recess: 4:00 PM to 4:30 PM

(6) Library (Vacation Period)

9:30 AM to 6:00 PM Recess: 1:30 PM to 2:00 PM

However, the Librarian is authorised to decide schedule of timings for the staff working in Library during examination period.

(7) All Supporting Staff

9:00 AM to 6:15 PM Recess: 2:00 PM to 2:30 PM

Further, all the employees should enter clearly his/her initials in Attendance Register at the time of arrival and departure duly noting the time in ink. The register should be initialled at the bottom by the concerned Head of Deptt./ Section/ Competent authority.

All Heads of the Department are also advised to decide the schedule of opening / closing of Department by supporting staff by rotation as per Academic Schedule.

All the staff and students are advised to take note of above.

(P.D. POREY) DIRECTOR 2 13

To.

All Deans/ Heads of the Deptts./ Section

- With a request to bring to the notice of all concerned working in their department/ Section

Copy to: Main Notice Board (Admn./ Departments/ Hostels)

All Staff/ All Students - through Email

Prof. I/C CCC - with a request to upload on Institute website.

PA to Director/ Registrar/ Despatch Section