

## OFFICE ORDER:

3 U APK 2019

## **Duty Hours for Non-Teaching Staff**

Normal hours of attendance (timing) of the Institute is hereby notified as under with immediate effect.

(1) Administrative/ Academic/ Accounts & Departmental Offices/ Laboratory Staff:

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 & 4:00 PM to 7:00 PM

Recess: 1:00 PM to 4:00 PM

(5) Library (Regular Days): 9:00 AM to 5:30 PM & 14:00 PM to 22:00 PM

Recess: 1:30 PM to 2:00 PM Recess: 8:00 PM to 8:30 PM

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

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

All Heads of the Department / Section Head, Incharge are also advised to decide the schedule of opening / closing of Department / Section by supporting staff by rotation as per Academic Schedule. They are also authorized to change the timing for any specific purpose.

All HOD's / Section Head's should make sure the availability of staff in Deptt. / Section, if any staff including Institute Dailywager / Service Provider manpower not following the duty hours, immediately bring to the notice of Director / Registrar office.

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

(DR. S. R. GANDHI) DIRECTOR

To,

All Deans/ Head 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)

Prof. I/C CCC – with a request to upload on Institute website.
PA to Director/Registrar/Despatch Section