



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology, Rourkela
स्थापना कार्यालय
Establishment Office

No. NITR/ES/2016/M/3251

Date: 10/11/2016

CIRCULAR

To enable students and employees to contact the administration staff for any official work, working hours for the administrative and other staff posted in and/or attached to the administrative offices, viz. Director Office, Deans' Office, all offices under the Registry, etc. and offices attached to Departments, Centres and TSUs whose working hour is 8 a.m. to 5:15 p.m. at present, will be as follows:-

Forenoon session	9:00 a.m. to 1:00 p.m.
Lunch Break	1:00 p.m. to 2:00 p.m.
Afternoon Session	2:00 p.m. to 6:00 p.m.

Working hours of Academic Staff and Technical Staff shall remain unchanged.

Working hours of Biju Patnaik Central Library, Student Activity Centre, Health Centre shall not be affected in view of above arrangement.

The revised working hours will be effective from 14th November 2016 (Monday).

This issues with the approval of the competent authority.

Prerna
10/11/16
सहायक कुलसचिव (स्थापना)
Assistant Registrar (ES)

10/11/16
Copy to –

1. All students and employees by Group-mail.
2. DR (AC/FA) / AR (AC/CN/ES/FA/IA/PW/SR)
3. All HODs/HOCs/HOUs as per Standard Mailing List
4. Office of Registrar/Chief Warden/Deans'/Director
5. Staff Transfer File