

राष्ट्रीय प्रौद्योगिकी संस्थान गोवा NATIONAL INSTITUTE OF TECHNOLOGY GOA

फर्मागुडी, फोंडा, गोवा - 403 401, इंडिया Farmagudi, Ponda, Goa - 403 401, India

Website: www.nitgoa.ac.in

Phone / द्रभाष: 0832-2404206

Date: 15/05/2023

NITGOA/ADMIN/IOW/2023/359

OFFICE ORDER

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 Lunch Break: 1:30 PM to 2:00 PM

2) Dispensary:

9:00 AM to 5:30 PM & Lunch Break: 1:00 PM to 1:30 PM 10:00 AM to 6:30 PM Lunch Break: 1:30 PM to 2:00 PM

3) Library (Regular Days): 9:00 AM to 5:30 PM & 11:00 AM to 7:30 PM

Lunch Break: 1:00 PM to 1:30 PM Lunch Break: 1:30 PM to 2:00 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 at the time of arrival and departure.

All Heads of the Department/Section Head, In-charge 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 Dept./ Section, if any staff including Institute Daily wager / 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

This is issued with the approval of competent authority.

MCG-le Registrar 15/5

To.

All Deans/ Head of the Depts. /Section

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

Copy to:

- 1. Main Notice Board (Institute/hostels)
- 2. MIS- with a request to upload on Institute website
- 3. PA to Director/Registrar/Despatch Section