

NIELIT Kurukshetra

File No: NIELIT/KKR/Admin-24/2017

Date: 12th Dec 2022

Office Memorandum

Office activities are arising with taking up of new projects and enrolment of students in different courses under different schemes. Space requirements is also increasing day by day, though surge in short term training/ internship is being offset with online mode of classes substantially.

As NIELIT Kurukshetra is operating from the allotted space of Polytechnic and chances to get more space at the existing campus for increase in activities is less likely to happen. It would be required to extend office hours beyond usual time so that the new activities are accommodated conveniently.

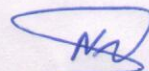
Accordingly, office will remain open from 8 am to 7 pm daily and if required Saturday would also be included in functional days.

Individual Employees office timing may be fixed as per the need of schedule of jobs like evening classes, time bound activities of projects etc., in such a way that she/he should also remain in office for the duration of minimum hours per day i.e **8½ hours including ½ hour lunch.**

Every employee must opt office **time slots starting from 8:00 am, 9:00 am and 10:00 am with approval of their reporting officers** and submit to undersigned. Time slot once fixed for an employee would be followed judiciously and would remain unchanged until and unless amendment is approved & registered at office.

Instructions regarding punctuality, attendance, timings etc as conveyed vide HQ office memorandum no 1(79)/2017-NIELIT/756 dated 09/07/2019 (copy attached) are to be adhered strictly.

Lacking in compliance of the above directions would be **viewed solemnly.**



(Nirmal Singh)

Admn & Account Assistant

To

1. All staff members

Copy for information to:

1. Director Incharge, NIELIT Kurukshetra