



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
(An Institute of National Importance under Ministry of Education, Government of India)

ESTABLISHMENT SECTION

No.NITJSR/ESS/CD/2021-22/.443

Date:- 02/08/2021

NOTICE -200/2021

OFFICE TIMINGS

1. Please refer to the Institute letter No NITJSR/REG/CD/2015/2049 Dated 23/01/2015 (copy attached for ready reference).
2. It has been observed that most of the Office Staff are very punctual in following the lunch timings and Office Closing timings. However, they should be equally punctual at the Offices' Opening time. If on any day someone reaches late in the Office due to some unavoidable circumstances, they should complete the presence for 9 hours in the Office as notified earlier. The same may be recorded in the Attendance Registers in the various offices. However, necessary action be initiated against the habitual latecomers.
3. This is issued with the approval of the competent authority.

Col (Dr) N. K. Rai (Retd)
Registrar

Arise's R
02/8/2021

R. K. Rai
02/8/2021

Memo No. NITJSR/REG/CD/2021-22/.....

Date: -...../...../2021

Copy forwarded to:

1. Office of the Director, for favour of kind information.
2. All Deans/HODs/HOCs/HOSs NIT Jamshedpur
3. P/I Institute Website for uploading on the website.

Col (Dr) N. K. Rai (Retd)

Registrar

Arise's R
02/8/2021

R. K. Rai
02/8/2021

Tele No: 0657-2373629 (O)
: 0657-2373246 (Fax)



Email: registrar@nitjsr.ac.in

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

Jamshedpur – 831014, Jharkhand (State), India

(An Institution of National Importance under MHRD, Government of India)

Ref. No. NITJSR/REG/CD/2015/ 2049

Date – 23/01/2015

The Institute will follow the under noted working hours for its employees with effect from 01/02/2015 till further order.

S.N.	Employees	Working Hours
1.	All Academic Departments	From 8.00 AM to 5.00 PM with one hour lunch break (12.00 noon to 1.00 PM)
2.	All Sections	From 8.30 AM to 5.30 PM with one hour lunch break (1.00 PM to 2.00 PM).
3.	Central Library	From 8.00 AM to 10.00 PM
4.	Computer Centre	From 8.00 AM to 10.00 PM
5.	Dispensary	From 9.00 AM to 1.00 PM and 4.00 PM to 8.00 PM

This is for kind information and strict adherence.

Registrar (I/c)

Copy forwarded to:

1. Office of the Director
 2. All Deans & Associate Deans
 3. All HODs/HOSs/HOCs
 4. All Wardens and Assistant Wardens through Chief Warden
 5. Dy. Registrar (Estt.)
 6. AR(Estt.)
 7. Dy. Registrar (Accounts)
 8. PI(Website)
- for information and needful.

With a request to circulate among all employees working in the respective department /section / centre