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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.


23/01/15
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