



No. RMS/6033/17

Date: 11th July, 2017

Order

This is for information of all concerned that the following change in the class timing will be effective from 17th July, 2017:

Class Hours: 9.00 a.m. to 4.35 p.m.

Lunch Break for the students: 12.40 p.m. to 1.50 p.m.

Accordingly, working days and working hours of the non-teaching employees are rescheduled in partial modification of the earlier Office Order No. AT/EC-43.08.01/2014/296 dated 24th July, 2014 as follows:

WORKING DAYS AND HOURS:

1. Considering 40 working hours per week, Institute will observe five working days a week i.e. from Monday to Friday.
2. The working hours of the Institute shall be 8 hours excluding lunch break.
3. Working hours of Technical Staff: From 9 a.m. to 5.30 pm (Lunch time 1.00 p.m. to 1.30 p.m.) However Technical Assistant posted in non-academic departments may have their working hours from 10.00 a.m. to 6.30 p.m. (Lunch time from 2.00 p.m. to 2.30 p.m.) with the approval of the concerned HOD.
4. Working hours for Clerical and Secretarial staff: From 10.00 a.m. to 6.30 p.m. (Lunch time 2.00 p.m. to 2.30 p.m.).
5. Working hours for staff in the Compound Section: There will be 03 slots (shifting). These are as follows:
01 slot: - from 7.00 a.m. to 4.00 p.m. (Lunch time 01 hour from 11.30 a.m. to 12.30 p.m.)
02 slot: - from 8.00 a.m. to 5.00 p.m. (Lunch time 01 hour from 12 noon to 1.00 p.m.)
03 slot: - from 10.00 am to 6.30 p.m. (Lunch time 30 minutes from 2.00 p.m. to 2.30 p.m.)
6. Working hours for Group-D staff in the departments: There will be 03 slots (shifting). These are as follows :
01 slot: - from 08.30 a.m. to 5.30 p.m. (Lunch time 01 hour from 12.45 p.m. to 1.45 p.m.)
02 slot: - from 10.00 a.m. to 6.30 p.m. (Lunch time 30 min. from 2.00 p.m. to 2.30 p.m.)
03 slot: - from 11.30 p.m. to 8.00 p.m. (Lunch time 30 min. from 3.00 p.m. to 3.30 p.m.)

However, the duty hours of the employees entrusted with responsibilities relating to essential services such as security, electricity, water supply and those who are related to locking & unlocking the doors of various departments/buildings etc. and any kind of emergency work may be changed by the concerned head of the dept. from time to time.

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ATTENDANCE

All non-teaching employees shall observe punctuality. Half a day's casual leave will be debited from the casual leave account for each occasion of late attendance. However, late attendance upto an hour on not more than two occasions and early departure upto 2 hours on one occasion, in a month, may be condoned by the concerned supervisory authority, if he/she is satisfied that it is due to unavoidable circumstance. In case, such a course does not ensure punctual attendance of the employee, suitable disciplinary action may be taken against him/her, in addition to debiting half a day's casual leave from his/her casual leave account on each occasion of such late attendance.

LEAVE

The leave for all the employees of the Institute shall be governed by the Central Civil Services (leave) Rules, 1972. All employees of the institute would require to apply and obtain sanction of the competent authority as per Rules for any kind of leave(s).


This order will take effect from 17 July, 2017.

This is issued with the concurrence of the Director.

Sd/
(Dr. Biman Bandyopadhyay)
Registrar

Copy forwarded for information and necessary action to:

1. The Director
2. All Deans/ HODs/ Heads of Schools and Centres/ Officers/Librarian/Workshop Superintendent- with a request to submit the Attendance Report of all categories of employees under their control by 15th of each month to the office of the Accounts Officer
3. All Halls/Hostels Wardens
4. All faculty members (through the concerned Heads of the Departments, Schools and Centres)
5. All staff members (through concerned Heads/Deans/Officers/Librarian/Workshop Superintendent)
6. Caretaker
7. Institute Website


(Dr. Biman Bandyopadhyay)
Registrar