



OFFICE OF THE DEAN ADMINISTRATIVE AFFAIRS
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering and Science University, Shibpur)
P.O.: Botanical Garden
Howrah – 711 103

No. 2418/D(AA)/17

Dated 22 May, 2017

Order

It is once again to remind all non-teaching employees of the Office order No. AT/EC-43.08.01/2014/296 issued by the Registrar dated, July 24, 2014, of which some of the salient points are as stated below:

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 will be 8 hours excluding lunch break
3. Working hours for Technical Staff: From 9.00 a.m. to 5.30 p.m. (Lunch time 12.30 p.m. – 1.00 p.m.) (However Technical Assistant posted in non-academic departments may have their working hours from 9.30 a.m. to 6.00 p.m. (Lunch time from 1.30 p.m. to 2.00 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. – 2.30 p.m.)
5. The working hours for Staff in the Compound Section: There will be 03 slots (shifting). These are as follows:
Slot 01 : from 7.00 a.m. to 4.00 p.m. (Lunch time 01 hour from 11.30 a.m. to 12.30 p.m.)
Slot 02 : from 8.00 a.m. to 5.00 p.m. (Lunch time 01 hour from 12.00 noon to 1.00 p.m.)
Slot 03 : from 10.00 a.m. 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 :
Slot 01 : from 7.30 a.m. to 4.30 p.m.(Lunch time 01 hour from 12.00 noon to 01.00 p.m.)
Slot 02 : from 10.00 a.m. to 6.30 p.m (Lunch time 30 minutes from 2.00 p.m. to 2.30 p.m.)
Slot 03 : from 11.30 a.m. to 8.00 p.m. (Lunch time 30 minutes 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 Department from time to time.

Contd.....2