

# OFFICE OF THE DIRECTOR

## Northern India Engineering College

### New Delhi

NIEC/Gen-Admin/2017-18

April 27, 2018

### OFFICE ORDER

The following timings will be observed by all faculty and Lab staff members from **1<sup>st</sup> May to 18<sup>th</sup> May, 2018** due to External Practical Exams.


Faculty & Lab Staff Members	Date	Timings	Half Day Timing (Arrival & Departure)
B.Tech. I & II Shift and MCA	1 <sup>st</sup> May, 2018 to 18 <sup>th</sup> May, 2018	09.00 am to 04.30 pm	12.50 pm
Both Shift		09.00 am to 05.00 pm	01.30 pm

On the above mentioned dates, the College timings for Lab Staff working either from 08.00 – 04.30 pm or 09.00 – 05.30 pm will be from **09.00 am to 04.30 p.m.**

On the above mentioned dates, the College timings for Library Staff working in both shifts will be from 09.00 am to 05.00 p.m.

On the above mentioned dates, there will be no change in the timings of MBA, BBA and staff working in the General Shift.

  
**Prof. (Dr.) Sanjay Kumar**  
Director

  
**S. N. Garg**  
Chief Executive Officer

#### Copy for information to:

1. Director (Coordination), NIEC, New Delhi.
2. Sr. Dy. Director (Construction), NIEC, New Delhi.
3. Principal (1<sup>st</sup> Shift), NIEC, New Delhi.
4. Asstt. Director (HR) & Staff Officer to Hon'ble Chairperson, NIEC, New Delhi.
5. Course Director (BBA), NIEC, New Delhi
6. Incharge (2<sup>nd</sup> Shift), NIEC, New Delhi.
7. Chief Account Officer (Accounts) NIEC, New Delhi.
8. Head, Examination Controller (Examination Cell), NIEC, New Delhi.
9. Dr. Saurabh Gupta, Incharge (Website Cell), NIEC, New Delhi.
10. All HODs/DIs, NIEC, New Delhi.
11. Compliance Officer-cum-Executive Coordinator (HR), NIEC, New Delhi.
12. Librarian, Central Library, NIEC, New Delhi.
13. Asstt. Registrar (Admission Cell), NIEC, New Delhi.
14. Asstt. Registrar (Examination Cell), NIEC, New Delhi.
15. Training & Placement Cell, NIEC, New Delhi.
16. Sr. Executive Officer (Bio-Metric Attendance Cell), NIEC, New Delhi.
17. J.E. (Civil), NIEC, New Delhi.
18. Infirmary Department, NIEC, New Delhi.
19. Supervisor (Construction), NIEC, New Delhi.
20. Incharge (Stores), NIEC, New Delhi.
21. Maintenance Incharge, NIEC, New Delhi.
22. Canteen Incharge, NIEC, New Delhi.
23. Security Supervisor, NIEC, New Delhi.
24. All Notice Boards