

OFFICE OF THE DIRECTOR Northern India Engineering College New Delhi

NIEC/Gen-Admin/2017-18

December 9, 2017

OFFICE ORDER

All the Faculty & Lab Staff members of the Academic departments and Staff Members of the Administration departments are hereby informed that they can avail six days winter vacations in the month of December, 2017/ January, 2018. The two slots are as given below:

Department	Dates	Dates
Faculty & Lab Staff, Admin. Staff	21 st December, 2017 to 28 th December, 2017	29 th December, 2017 to 4 th January, 2018

This six working days vacation will be granted to all those, who have completed two academic semester in NIEC. Three working days vacations will be given to those, who have at least completed one semester. **Faculty and staff members availing first slot must report to the College on 29th December, 2017.**

All HODs are requested to prepare the schedule of their department in such a manner that half faculty/staff should be present in the department during this period and submit it to the Director's office positively by 18th December, 2017. However, in case of any official work during this period the faculty & staff may be called on prior information and the Compensatory Leave may be granted in lieu thereof.

It is mandatory for all faculty & staff members that they should be present on 5th January, 2018. Otherwise, LWP will be marked for that day.


Prof. (Dr.) G. P. Govil
Director


(S. N. Garg)
Chief Executive Officer

Copy for information to:

1. CEO, NIEC, New Delhi.
2. Director (Coordination), NIEC, New Delhi.
3. Sr. Dy. Director (Construction), NIEC, New Delhi.
4. Principal (1st Shift), NIEC, New Delhi.
5. Asstt. Director (HR) & Staff Officer to Hon'ble Chairperson, NIEC, New Delhi.
6. Course Director (BBA), NIEC, New Delhi.
7. Incharge (2nd Shift), NIEC, New Delhi.
8. Chief Account Officer (Accounts) NIEC, New Delhi.
9. Head, Examination Controller (Examination Cell), NIEC, New Delhi.
10. Dr. Saurabh Gupta, Incharge (Website Cell), NIEC, New Delhi.
11. All HODs/DIs, NIEC, New Delhi.
12. Compliance Officer-cum-Executive Coordinator (HR), NIEC, New Delhi.
13. Librarian, Central Library, NIEC, New Delhi.
14. Asstt. Registrar (Admission Cell), NIEC, New Delhi.
15. Asstt. Registrar (Examination Cell), NIEC, New Delhi.
16. Training & Placement Cell, NIEC, New Delhi.
17. Sr. Executive Officer (Bio-Metric Attendance Cell), 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. All Notice Boards