

# OFFICE OF THE DIRECTOR

## Northern India Engineering College

### New Delhi

NIEC/Gen-Admin/2017-18

October 28, 2017

### OFFICE ORDER

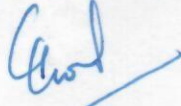
The following timings will be observed by all faculty and Lab staff members from **30<sup>th</sup> October to 6<sup>th</sup> November, 2017** due to Sessional Exams.

Faculty & Lab Staff Members	Date	Timings	Half Day Timing (Arrival & Departure)
B.Tech. II Shift	30 <sup>th</sup> October, 2017 to 6 <sup>th</sup> November, 2017	09.00 am to 04.30 pm	12.50 pm
Both Shift		08.00 am to 04.30 pm	01.00 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 08.00 am to 05.30 p.m.

On the above mentioned dates, **there will be no change in the timings of B.Tech. I Shift, MBA, MCA** and staff working in the General Shift.

  
**Prof.(Dr.) G. P. Govil**  
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. Chief Accounts Officer (Accounts), NIEC, New Delhi.
6. Incharge (2<sup>nd</sup> Shift), NIEC, New Delhi.
7. All HODs/DIs, NIEC, New Delhi.
8. Dr. Saurabh Gupta, Incharge (Website Cell), NIEC, New Delhi.
9. Incharge (Examination), NIEC, New Delhi.
10. Compliance Officer-cum-Executive Coordinator (HR), NIEC, New Delhi.
11. Librarian, Central Library, NIEC, New Delhi.
12. Asstt. Registrar (Admission Cell), NIEC, New Delhi.
13. Asstt. Registrar (Examination Cell), NIEC, New Delhi.
14. Training & Placement Cell, NIEC, New Delhi.
15. Sr. Executive Officer (Bio-Metric Attendance Cell), NIEC, New Delhi.
16. J.E. (Electrical), 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. Notice Board, NIEC, New Delhi.

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*28/10/17*