

OFFICE OF THE DIRECTOR

Northern India Engineering College

New Delhi

NIEC/Gen-Admin/2017-18

April 13, 2018

OFFICE ORDER

This office order is being issued in continuation of earlier office order dated April 5, 2018.

The following timings will be observed by all faculty and Lab staff members from **16th April, 2018 to 17th April, 2018** due to Sessional Exams.

Faculty & Lab Staff Members	Date	Timings	Half Day Timing (Arrival & Departure)
B.Tech. II Shift	16 th April, 2018 to 17 th April, 2018	09.00 am to 04.30 pm	12.50 pm
Both Shift		08.00 am to 04.30 pm	01.00 pm

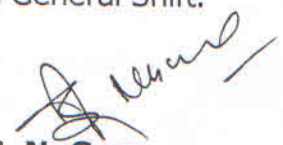
On the above mentioned dates, the College timings for Lab Staff working either from 08.00 – 04.30 pm or 09.00 – 05.30 pm will be from **09.00 am to 04.30 p.m.**

On the above mentioned dates, the College timings for Library Staff working in both shifts will be from 08.00 am to 05.00 p.m.

On the above mentioned dates, **there will be no change in the timings of B.Tech. I Shift, BBA, MBA, MCA** 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 (1st 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 (2nd 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. Infirmary Department, NIEC, New Delhi.
17. Supervisor (Construction), NIEC, New Delhi.
18. Incharge (Stores), NIEC, New Delhi.
19. Maintenance Incharge, NIEC, New Delhi.
20. Canteen Incharge, NIEC, New Delhi.
21. Security Supervisor. NIEC, New Delhi.