

# OFFICE OF THE DIRECTOR

Northern India Engineering College

New Delhi

DIR/Gen-Admin/2016-17

March 15, 2017

## OFFICE ORDER

The College timings will be observed by all faculty and staff members from 16<sup>th</sup> to 18<sup>th</sup> March, 2017 due to "SPORTS MEET-2017".


Faculty & Lab Staff Members	Date	Timings	Half Day Timing (Arrival & Departure)
B.Tech. I & II Shift, MBA, MCA and Both Shift	16 <sup>th</sup> March, 2017 to 18 <sup>th</sup> March, 2017	09.00 am to 05.00 pm	01.30 pm

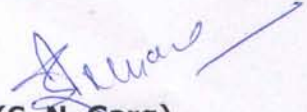
On the above mentioned dates, the College timings for Lab Staff working either from 08.00 – 04.30 pm or 09.00 – 05.30 pm will be from **09.00 am to 05.00 p.m.**

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 staff working in the General Shift.

**The Sports Committee members are hereby advised to report as per sports schedule.**

  
**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 Vice Chairperson, NIEC, New Delhi.
5. Chief Account Officer (Accounts) NIEC, New Delhi.
6. Incharge (2<sup>nd</sup> Shift), NIEC, New Delhi.
7. Head, Examination Controller (Examination Cell), NIEC, New Delhi.
8. Dr. Saurabh Gupta, Incharge (Website Cell), NIEC, New Delhi.
9. All HODs/DIs, NIEC, New Delhi. – Please circulate among the Faculty & staff members.
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. Infirmary Department, NIEC, New Delhi.
18. Supervisor (Construction), NIEC, New Delhi.
19. Incharge (Stores), NIEC, New Delhi.
20. Maintenance Incharge, NIEC, New Delhi.
21. Canteen Incharge, NIEC, New Delhi.
22. Security Supervisor, NIEC, New Delhi.
23. All Notice Boards