



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला
National Institute of Technology Agartala

AGARTALA - 799046 (Tripura)

संख्या/No.F.NITA.3(4-Gen)/Estt/2018/L/ 3042-45,

दिनांक Date. 18/08/2023

NOTICE

Subject: Adherence to Office timings.

It is hereby intimated that office timings at NIT Agartala will be observed from 09.00 am to 05.00 pm. The same includes a 30 minutes lunch break between 01.00 pm and 02.00 pm.

All Departments/Sections/Offices will ensure that lunch break among staff is so staggered so that particular Deptt./Sec./Office is not unmanned during lunch break.

Accordingly, all the Officers/Faculty & Non-Faculty Members of NIT Agartala are hereby requested to be punctual and strictly adhere to the above office timings. Any deviation would be viewed seriously.

This is issued with the approval of the Competent Authority.

{Col. (Dr) Ashish Badola}

कुलसचिव/ Registrar

एनआईटी अगरतला/ NIT Agartala

To

1. P.S. to Director for kind information of the Director, NITA.
2. All Deans/ HoDs/ Sectional Heads for information & necessary action.
3. The Dean (SW), NITA with the request to make arrangement for intimation of the Office timings to all the students of the institute.
4. The Chairman, Website & Networking, NIT Agartala with the request to arrange the uploading of the notice in the institute website.

{Col. (Dr) Ashish Badola}

कुलसचिव/ Registrar

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