

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./OO/2016/001/A-१०

Date: 12 MAY 2016

CIRCULAR

This is to bring to the notice of all the employees that after Institute working hours, if required, only Institute employees are permitted to stay back in the Department/Sections. No outsiders including vendors are allowed to visit / stay back in the Department / Sections after 6.00 pm.

All employees including HoDs and Faculties should ensure that IN and OUT entry after 6.00 pm is recorded in the Registers available with Security Guard at each Department.

No employee should be found entertaining any unauthorized person in the Department/Section after Institute working hours.

These guidelines should be noted for strict compliance. Any departure or violation will be viewed seriously.

This is issued with approval of the Director.


Registrar

Copy to:

1. All employees of the Institute – through email
2. I/C Security for further necessary action.
3. Assistant Registrar (Admin).
4. PA to Director
5. PA to Registrar
6. Guard File – for record only