

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड  
**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

Ref. No. NITUK/Estt./2017/00/001/ **A-314**

Date:

**6 JUL 2017**

**OFFICE ORDER**

It has been observed that few employees (including through service providers) are habitually absent from the Institute, during office hours, which is also overlooked by the respective Section Heads and HoDs.

Hence, all non-teaching staff members are, hereby, instructed to make the entry in the register provided in the entry gates (ITI and Polytechnic Campus), while leaving the Institute each time during office hours.

All the employees are, hereby, instructed to adhere to the above instructions. Non-compliance of the above directions shall be liable for the disciplinary action as per CCS (Conduct) Rules, 1964.

  
Registrar

Copy to:

1. All employees – through email
2. All Section Heads/HoDs – **for strict compliance in respective Sections/Departments.**
3. Incharge (Security) - **for strict compliance at each security post**
4. Assistant Registrar (Admin)
5. PA to Director
6. PA to Registrar
7. Guard file – for record only