



राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम  
**NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM**  
(An Institution of National Importance under the Ministry of HRD, Govt. of India)  
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No. NITMZ/C-139/2014/866

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**CIRCULAR**

Of late, it has been noticed that a number of the Non-Teaching fraternity of NIT Mizoram have been coming in late to the office, with poor physical presence during the working hours. It has also been noticed that the hours of attendance have been slack with general non-conformity to the normal hours of attendance in the office.

In future, all the Non-Teaching fraternity of NIT Mizoram are urged to adhere to the standing Govt of India rules and norms on "**Office Procedures** as:

- (i) Hours of attendance on all working days : 8 hours i.e. 9.00 a.m. to 5.00 p.m.
- (ii) Lunch interval : ½ hour i.e. 1.00 p.m. to 1.30 p.m.
- (iii) If lunch interval is availed, hours of attendance : 9.00 a.m. to 5.30 p.m.
- (iv) Offices will remain closed on Saturdays & Sundays. However, employees may work outside office hours if the state of work so demands.
- (v) Every employee is expected to be in his/her seat & start work by 9.00-9.30 a.m.
- (vi) Unless special permission for late attendance is obtained, Half day's Casual leave shall be deducted. Permission for late attendance or to leave early will require the permission of the in charge of the Administration of the office.
- (vii) Attendance Register will be maintained in all Admin Sections & Academic Depts, to be maintained/initialled by the Superintendent/HoD of the Acad Depts. Arrival & departure will be recorded by every Non-Teaching member, illustration: 'A-9.00 a.m'. & 'D-5.00p.m'. for arrival & departure.
- (viii) Abbreviations will be used by the Superintendent/HoD to denote reasons of non-attendance : CL-Casual Leave, L-Leave of any kind, A- Absence in pencil, to be substituted when leave is sanctioned. RH-Restricted Holiday, CH-Compensatory Holiday.
- (ix) Strict measures should be taken by the Superintendent/HoD for the enforcement of punctuality, Attendance Register is to be scrutinized strictly.
- (x) Surprise checks may be carried out by the Deputy Registrar, Registrar or the Director, NIT Mizoram.
- (xi) Lunch break time of half hour must be scrupulously observed and periodical checks shall be made by the supervisory officers to ensure that lunch break time is not overstayed.




- (xii) Every employee of Group 'A' & 'B' posts shall ensure that they are seated in their duty posts during working hours.

 03/05/19

(Dr. LALTHANCHAMI SAILO)  
Registrar  
NIT-Mizoram

Copy to :

1. The Director, NIT Mizoram
2. All Deans, NIT Mizoram
3. All HoDs, NIT Mizoram, *with a request to follow through for all Non-Teaching members under their respective Departments.*
4. All Non-Teaching officers & staff, NIT Mizoram
5. Sandeep Dash, Asst Prof. CSE Dept, with a request to upload in the website.

  
Registrar  
NIT-Mizoram