



राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम  
**NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM**  
(An Institution of National Importance under the Ministry of HRD, Govt. of India)  
CHALTLANG, AIZAWL, MIZORAM - 796012  
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F.No.: NITMZ/Adm./4/2018/911

Dated Aizawl the **26 OCT 2020**

**CIRCULAR**

Even after issuing the Circular No. NITMZ/C-139/2014/866 dated 3<sup>rd</sup> October, 2019 it is still observed that the punctuality in Office Attendance of Non-Teaching fraternity of NIT Mizoram is still very poor. Therefore, all the Non-Teaching fraternity of NIT Mizoram are urged to adhere to the standing Govt. of India rules and norms on "Office Procedure" regarding Punctuality and Office Hours; and to be on time and to be seated in the duty seats/posts always during Office hours.

Late attendance after 10:00<sup>AM</sup> and without prior permission from the competent Authority of the Institute will forfeit ½ days' CL.

  
(Dr. LALTHANCHAMI SAILO)

Registrar

National Institute of Technology Mizoram

Memo No.: NITMZ/Adm./4/2018/.....911(A)  
Copy to:-

Date: **26 OCT 2020**

- 1) Director's Personal Branch, NIT Mizoram.
- 2) Deputy Registrar, NIT Mizoram.
- 3) All Heads of Departments, NIT Mizoram.
- 4) Asst. Librarian, Central Library, NIT Mizoram.
- 5) Superintendent, NIT Mizoram.
- 6) Matron, NIT Mizoram.
- 7) Faculty I/C Institute's Website with a request to upload the above Notification in the Website.
- 8) Notice Boards.

  
Registrar

National Institute of Technology Mizoram