



राष्ट्रीय डिज़ाइन संस्थान  
National Institute of Design  
मध्यप्रदेश Madhya Pradesh

(An Institute of National Importance under DPIIT, Ministry of Commerce and Industry, Govt. of India)

F.No. NIDMP/1-70/2020-21

Date: 27.08.2021

**OFFICE ORDER/174/2021**

**OFFICE TIMINGS**

1. In order to ensure smooth and efficient operations of the institute, all employees shall strictly adhere to the Office Timings of 09:30 AM to 06.00 PM with Lunch Break from 01:30 PM to 02:00 PM. A grace time of 15 minutes is allowed at the time of arrival, i.e upto 02 occasions in a month, with concurrence of the reporting officer and intimation to HR Branch.
2. Late arrival/early departure beyond the grace time stated above shall be debited as Half-a-day's Casual Leave (or EL when no CL is available) to the leave account of the employee concerned for each late arrival/early departure. Late arrival/early departure if due to unavoidable reasons or official exigencies, however, may be condoned by the competent authority on submission of written request by the concerned employee, with recommendations of his/her reporting officer.
3. The Institute being in its foundation years, expects highest standards of ownership, commitment and productivity from all its employees and hence, the criteria of working hours beyond the minimum stipulated timings shall be dependent on work exigencies and requirements of the Institute.
4. This Office Order shall come in force with effect from 01 Sep 2021 and is issued in supersession of all earlier communications in this regard. Hence, all employees are requested to adhere to the above office timings including lunch break.
5. This has the approval of the Competent Authority.



Registrar

National Institute of Design, Madhya Pradesh

Copy to: -

1. PA to Director, NID MP- for kind information please.
2. All employees - for information
3. Office copy