


NIDMP/1-70/Admin/Office Timings/2024

Date: 31.12.2024

OFFICE ORDER- 246 / 2024: 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 provision for half-an-hour lunch break, preferably from 1.30 PM to 2 PM.
2. A grace time of 15 minutes shall be allowed at the time of arrival to cover any unforeseen contingencies, subject to the completion of the minimum working hours by such employee(s) for the subject month.
3. 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. However, late arrival upto an hour, on not more than 02 occasions in a month, and for justifiable reasons may be condoned by the competent authority on submission of written request by the concerned employee, with recommendations of his/her reporting officer.
4. This Office Order shall come in force with effect from 01 Jan 2025 and is issued in supersession of the earlier Office Order No. 174/2021 in this regard. All employees are required to adhere to the above stated office timings.
5. This issues with the approval of the Competent Authority.




Chief Administrative Officer
NID MP

Copy to:-

1. Director, NID MP - For kind Information, please
2. All employees through email- For necessary compliance
3. Office Copy