

F. No. 14-9/2011 – (Misc.) Acad.  
National Institute of Educational Planning & Administration  
17-B, Sri Aurobindo Marg, New Delhi - 110016

June 19, 2018

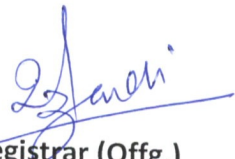
CIRCULAR

**Subject: Punctuality and Attendance**

It has been found that the requirement of Punctuality and Attendance to Office is not observed by many project staff members, who habitually attend to the office late and leave early.

It is, therefore, reiterated for information of all project staff members that the office hours followed at this Institute are 9:00 A.M. to 5:30 P.M. All project staff members are, therefore, expected to comply with the said working hours seriously and to be attending to their respective work places accordingly to maintain proper office decorum and to avoid deduction of leave for such late attendance/early going, as per rules.

This issues with the approval of competent authority.

  
Registrar (Offg.)

**To**

All Project Staff – Project Senior Consultants/Project Consultants/ Project Junior Consultants/  
Project Computer Operators/ Project MTS

**CC:**

1. PS to VC – for information of Vice-Chancellor
2. All Heads of Departments/Centres/Units – for information
3. All Associate Professors and Assistant Professors
4. PA to Registrar
5. Administrative Officer
6. Finance Officer (I/C)
7. Deputy Publication Officer
8. Librarian
9. Hostel Warden