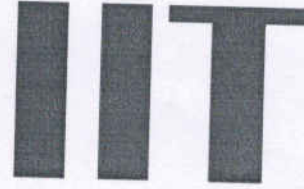भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय

IIT

INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

☎ : (0542) 2366676 (Office); FAX: 91-542-2368428; e-mail: office.gad@itbhu.ac.in

कुलसचिव कार्यालय
(सामान्य प्रशासन)

Office of the Registrar
(General Administration)

Ref. No. IIT(BHU)/GAD/3(27)/Timing/Gen./ 9500

Date: 31.10.2018

NOTICE

The Institute shall observe Five-Day Week from 1st January, 2019. The Institute shall remain closed on Saturdays and Sundays.

The normal working hours w.e.f. 01.01.2019 shall be as follows:

a. Faculty and Technical Staff: 8:00 a.m. to 5:30 p.m. with lunch break from 12:00 noon to 1:30 p.m.

b. Administrative and Ministerial Staff: 9:30 a.m. to 6:00 p.m. with lunch break from 1:30 p.m. to 2:00 p.m.

Respective Heads of Departments/Coordinators of Schools shall make necessary arrangements so that laboratories remain open in all hours and on all days (24x7). The Library shall remain open on all days including Saturdays and Sundays (except holidays) from 8:00 a.m. to 11:00 p.m. with lunch break as usual. Further, the essential services will run as usual.

This issues with the approval of the Competent Authority.

31/10/18

Registrar

Ref. No. IIT(BHU)/GAD/3(27)/Timing/Gen./ 9500
Copy forwarded to the following for information and necessary action:

Date: 31.10.2018

1. All the Deans
2. All the Heads of Departments/Coordinator of Schools
3. The Coordinators/Incharge of Units/Centers/Offices
4. All the Professor In-charges
5. Prof. Incharge, Main Library
6. The Chief Councillor, Gymkhana
7. The Chairman, Institute Works Committee
8. The Chairman, IIT (BHU)-Cafeteria Committee
9. The Chairman, Council of Wardens
10. The Chairman, Web Management & E-mail Services Committee
11. The Chairman, Press & Publicity Cell
12. The Coordinator, GTAC
13. The Joint Chief Proctor
14. All Admin. Wardens/Wardens, IIT(BHU)-Hostels
15. The Joint Registrar (Admin.)
16. The Deputy Registrar (Accounts)
17. All the Assistant Registrars
18. P.S. to the Director
19. P.A. to the Registrar
   Indian Institute of Technology(BHU)

3/10/18

Registrar