



নিবন্ধক কার্যালয় / कुलसचिव कार्यालय / Office of the Registrar
ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর
भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

ভারত সরকারের শিক্ষা মন্ত্রকের অধীনে একটি জাতীয় গুরুত্বপূর্ণ প্রতিষ্ঠান / भारत सरकार के शिक्षा मंत्रालय के अंतर्गत राष्ट्रीय महत्व का संस्थान / An Institute of National importance under MoE, Government of India

No. RDO/ 1467 /25

Dated: 18 December, 2025

MEMO

The undersigned is directed to convey that the Board of Governors in its 33rd Meeting held on 19th November, 2025 approved the following w.r.t the Working Hours of the Employees of the Institute

- (i) Institute timing, as approved by the erstwhile Executive Committee and circulated by the Registrar, and the Resolutions of the 40th meeting of the Senate regarding office timing of the Institute applicable to the faculty members were noted.
- (ii) A circular to this effect for all teaching and non-teaching departments be issued for needful adherence by respective stakeholders and also maintaining the parity in timings for enhanced work efficiency.
- (iii) The Director was authorized to implement monitoring procedures for ensuring the timely attendance after due evaluation of the attendance.

This is for information and necessary action please.



Registrar & Secretary, BoG

1. Dean (P&D)
2. Joint Registrar (Finance)
3. Superintending Engineer
4. Executive Engineer (Civil)

Copy to:

1. Deputy Registrar (Establishment -II)
2. PS to the Director
3. PS to the Registrar
4. Institute Website

BoG : 33:14

পোঃ বোটানিক গার্ডেন,
হাওড়া-৭১১ ১০৩
পশ্চিমবঙ্গ, ভারত
দূরভাষ : (০৩৩) ২৬৬৮-১৫০৩
ইমেল : regis@iiests.ac.in
ওয়েবসাইট : www.iiests.ac.in

ডাকঘর : বোটানিক গার্ডেন,
হাওড়া-711 103
পশ্চিম বঙ্গাল, ভারত
ফোন : (033) 2668-1503
ইমেল : regis@iiests.ac.in
ওয়েবসাইট : www.iiests.ac.in

P.O. Botanic Garden,
Howrah-711 103,
West Bengal, India
Phone : (033) 2668-1503
E-mail : regis@iiests.ac.in
Website : www.iiests.ac.in



OFFICE OF THE DEAN ADMINISTRATIVE AFFAIRS
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering and Science University, Shibpur)
P.O.: Botanical Garden
Howrah - 711 103

No. 2418/D(AA)/17

Dated 22 May, 2017

Order

It is once again to remind all non-teaching employees of the Office order No. AT/EC-43.08.01/2014/296 issued by the Registrar dated, July 24, 2014, of which some of the salient points are as stated below:

Working days and hours.

1. Considering 40 working hours per week, Institute will observe five working days a week i.e. from Monday to Friday.
2. The working hours of the Institute will be 8 hours excluding lunch break
3. Working hours for Technical Staff: From 9.00 a.m. to 5.30 p.m. (Lunch time 12.30 p.m. - 1.00 p.m.) (However Technical Assistant posted in non-academic departments may have their working hours from 9.30 a.m. to 6.00 p.m. (Lunch time from 1.30 p.m. to 2.00 p.m.) with the approval of the concerned HOD).
4. Working hours for Clerical and Secretarial Staff: From 10.00 a.m. to 6.30 p.m. (Lunch time 2.00 p.m. - 2.30 p.m.)
5. The working hours for Staff in the Compound Section: There will be 03 slots (shifting). These are as follows:
Slot 01 : from 7.00 a.m. to 4.00 p.m. (Lunch time 01 hour from 11.30 a.m. to 12.30 p.m.)
Slot 02 : from 8.00 a.m. to 5.00 p.m. (Lunch time 01 hour from 12.00 noon to 1.00 p.m.)
Slot 03 : from 10.00 a.m. to 6.30 p.m. (Lunch time 30 minutes from 2.00 p.m. to 2.30 p.m.)
6. Working hours for Group - D Staff in the departments: There will be 03 slots (shifting). These are as follows :
Slot 01 : from 7.30 a.m. to 4.30 p.m. (Lunch time 01 hour from 12.00 noon to 01.00 p.m.)
Slot 02 : from 10.00 a.m. to 6.30 p.m. (Lunch time 30 minutes from 2.00 p.m. to 2.30 p.m.)
Slot 03 : from 11.30 a.m. to 8.00 p.m. (Lunch time 30 minutes from 3.00 p.m. to 3.30 p.m.)

However, the duty hours of the employees entrusted with responsibilities relating to essential services such as security, electricity, Water supply and those who are related to locking & unlocking the doors of various departments/buildings etc. and any kind of emergency work may be changed by the concerned head of the Department from time to time.

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It is noticed that many employees are indulging in various types of activities such as conducting meeting, demonstration, joint representations in matters of common interest etc. within working hours. Employees are found loitering here and there without any official work in the office hours. The administration has viewed it very seriously and strict disciplinary action will be taken against the employees indulging in this type of activities.

This is issued with the concurrence of the Director and supersedes the earlier order No. 2400/D(AA)/17 Dated 16th May 2017

Sd/-
(Dr. Bivore Das)
Assistant Registrar

Copy forwarded for information and necessary action to :

- 1) All Deans /Associate Deans
- 2) All HOD's of Deptts./Schools/Centers.
- 3) All Officers.
- 4) All Staff members (through concerned Heads/Deans/Officers/Librarian/Workshop Superintendent.
- 5) Caretaker.
- 6) P.S. to Director.
- 7) In-Charge, Record Section.
- 8) Institute Website.


22/5/17
Assistant Registrar