

DIRECTOR'S SECRETARIAT

NOTICE: 10/2021

WORKING TIMINGS AND WEEKLY WORKING DAYS

WITH EFFECT FROM 25 JAN 2021

1. Further to Notice No 03/2021 dated 06 Jan 2021 and Principal Office Notice No AIT/0323/CNO/Prin dated 07 Jan 2021 and their even No dated 08 Jan 2021.
2. After deliberations with HoDs and taking inputs from employees, it has been decided that college timings wef **25 Jan 2021** will be as follows:-
 - (a) Teaching Faculty and Dept Non-Teaching Staff. **Monday to Friday - 08:30 AM to 05:00 PM.** Peons and persons required to open offices/ labs will report at **08:15 AM** and leave after proper closure of offices/ labs.
 - (b) Main Office and Registrar Office. Same timings as above. However, they will report for work on Saturdays, if required.
 - (c) Administrative Staff including Maint Staff, Drivers, Central Stores and Hostel Staff. **Monday to Saturday - 08:30 AM to 05:00 PM.**
 - (d) Library. Library will function from **Monday to Saturday - 08:30 AM to 05:00 PM.**
3. The above will come into effect from **25 Jan 2021 (Monday).**

File No : AIT/0075/Notice/Adm

Army Institute of Technology
Dighi Hills, Pune - 411015

Date: 22 Jan 2021

Distribution:-

Director }
Principal } - For info please
HOD Mech
HOD Comp
HOD IT
HOD E & TC
HOD ASGE
Registrar
Placement Cell
Project Office
Central Stores

Exchange
Accts Section
Library
Maint I/C
MT Section
Warden, BE
Warden, TE
Warden, SE
Warden, FE
Warden, KCH
Website


(KE Vijayan)
Col
Joint Director
For Director