

Ref: ITMU/RO/G/2018/127

Dated: April 26, 2018

ORDER

It is hereby informed to all faculty & staff members and students that the office time of the University will be changed w.e.f. April 28, 2018. The details are as under:

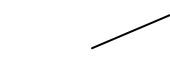
Current office time	-	09:00 am to 05:00 pm
New office time from April 28th	-	08:00 am to 04:00 pm

All the faculty & staff members will report for the duty at 08:00 am from April 28, 2018. The IV class employee will report for the duty at 07:30 am from April 28, 2018 till further order.

All Deans/HoDs and CoE shall intimate students about the changes in the exam time table.

Mr. Rahul Chandra will upload the changed timings on MIS.


Mr. Rajendra Dhamania, Dy. Registrar will make all necessary arrangement of transportation and others requirements accordingly.


(Dr. Omveer Singh)
Registrar

Copy to:

1. PA to Chancellor for information to Honorable Chancellor.
2. PA to Pro Chancellor for information to Honorable Pro Chancellor.
3. PA to Managing Director for Information to Managing Director.
4. PA to Vice Chancellor for information to Honorable Vice Chancellor.
5. Controller of Examination
6. All Deans/HoD for information to all the students
7. CF&AO
8. Director Counseling
9. Dy. Registrar (Mr. Rajendra Dhamania) for information to Estate Office, Transport In-charge, Security, etc.
10. All faculty & staff members
11. HR Office/HR Admin/ERP Cell/PR Office
12. All Notice Board
13. Office File (Main Copy)

By E-mail


(Dr. Omveer Singh)
Registrar