



सी-4, जनकपुरी, नई दिल्ली-110058 | C-4, Janak Puri, New Delhi-110058
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Ref: BC/Admin/2024/ ~~304~~ 429

Dated: 04.07.2024

OFFICE ORDER

In pursuance to the instructions issued by University of Delhi vide circular No.Estab.II (i)/128/2012/19/803 dated 25.06.2024, all the Non-Teaching staff members are hereby advised to stipulated office timings/working hours of the College effective immediately.

The College's office timings are as follows:-

- : 09:00 a.m. to 5:30 p.m. (Monday to Friday)
- : Half hour lunch break from 01:00 p.m. to 01:30 p.m.

All the Non-Teaching staff is expected to report to duty sharp at 9:00 a.m. and remain present in the office during working hours. Any leave or absence must be approved by the Competent Authority in advance. Strict compliance to these timings is mandatory. Your co-operation and punctuality are greatly appreciated.


Prof. Saloni Gupta
Principal

- 1) The Administrative Officer (Admin/Acctts.)
- 2) Section Officer (Admin/Acctts.)
- 3) Offtg. Librarian
- 4) O/o Sr. Personal Assistant
- 5) Technical staff/Lab. staff



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

स्थापना शाखा-II(i)

Establishment Branch-II(i)

कमरा नंबर- 212, पुराना परीक्षा खंड,
Room No. 212, Old Examination Block
दिल्ली विश्वविद्यालय, दिल्ली-110007
University of Delhi, Delhi-110007
EPABX: 27001168 Ext.: 1168

Ref. No. Estab.II(i)/128/2012/19/ 803

25th June, 2024

CIRCULAR

In pursuance to the instructions issued by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pension, Government of India vide Office Memorandum F. No.11013/13/2023-Pers.Policy-A.III dated 15.06.2024, all the staff working in the various Departments/Faculties/Offices of the University are hereby advised to ensure strict adherence to stipulated **office timings/working hours of the University i.e. from 09:00 a.m. to 05:30 p.m. on all working days (Monday to Friday) with half hour lunch break from 01:00 p.m. to 01:30 p.m.**

This issues with the approval of the Competent Authority of the University.

25/6/2024

JOINT REGISTRAR-ESTAB.(NT)

The Dean of Faculties/
Head of Departments/
Dean of Examination/Finance Officer/
Directors/Chief Medical Officer, WUSHC/
Officers/Branch In-Charges of
University of Delhi,
Delhi/New Delhi.