



**National Institute of Educational Planning and Administration  
(Deemed to be University of the UGC Act, 1956)  
17-B, Sri Aurobindo Marg, New Delhi-110016**

F. No. 14-11/2017-Pers.  
Date: August 7, 2023

**CIRCULAR**

**Subject: Punctuality and Attendance of all the employees working in NIEPA-reg.**

This has reference to the earlier Circular No. 14-7/2011-Acad. (Mics.) (Vol. IV) dated 08.06.2023; No. 14-11/2017-Pers. (Misc) dated 15.02.2017 and No. NUEPA / Admn / RO / Circular /2008 dated 18.12.2008 where it was reiterated for information of all employees (including faculty members/ staff /project staff) that the office hours followed at the Institute are 09.00 am to 05.30 pm.

All the employees are, therefore, expected to comply with the said working hours seriously and attend their respective work places accordingly to maintain proper office decorum from 09.00 am to 05.30 pm.

If for urging or necessary reasons anyone has to sit late after office hours for completing some assignments, he/she will have to get permission from the respective Head / In-charge(s) and keep the Administrative Officer (I/c) informed either in writing or through e-mail.

This issues with the approval of the Competent Authority.

Administrative Officer (I/c)

**To**

**All Employees of NIEPA**

- i. Groups 'A' Officers including teaching and Non-teaching staff
- ii. Group 'B' and Group 'C' staff and
- iii. All Project Staff

**Copy to:**

1. HoD of all Departments/Sections/Units – for circulation amongst their staff/project staff
2. Sr. PS to VC – for information of the Hon'ble VC
3. PA to Registrar – for information
4. Finance Officer
5. Administrative Officer (I/c)
6. Internal Auditor
7. Systems Analyst – with the request to upload Notification on the Institute's website
8. Master File