



**F. No. 14-7/2011 – Acad. (Misc.) (Vol. IV)**  
**NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION**  
(Deemed to be University u/s 3 of the UGC Act, 1956)  
17-B, SRI AUROBINDO MARG, NEW DELHI – 110016

June 8, 2023

**CIRCULAR**

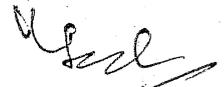
**Subject: Punctuality and Attendance of all the employees working in NIEPA – reg.**

It has been observed that the requirement of Punctuality and Attendance to Office is not being followed by some of the employees, who habitually attend the office late and leave early. The matter was earlier emphasized by the Registrar vide Circular No. 14-11/2017-Pers. (Misc.) dated 15.02.2017.

It is, therefore, reiterated for information of all employees (including faculty members / staff / project staff) that the office hours followed at the Institute are 9:00 A.M. to 5:30 P.M.

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 in order to avoid deduction of leave for such late attendance / early going, as per rules.

This is issued with the approval of the Competent Authority.

  
Registrar  
8/6/2023

**To**

All employees of NIEPA including:

- (i) Group 'A' Officers including teaching and non-teaching staff (Regular and contractual),
- (ii) Group 'B' and Group 'C' staff, and
- (iii) All Project Staff.

**CC:**

- 1. Sr. PS to VC – for information of Vice-Chancellor
- 2. PA to Registrar – for record
- ✓ 3. Systems Analyst – to be uploaded on the Institute's website
- 4. Notice Board
- 5. Section's Guard File
- 6. Master File