



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
National Institute of Electronics and Information Technology (NIELIT)

(पूर्व में डीओईएसीसी सोसायटी/Formerly DOEACC Society)

(इलेक्ट्रॉनिकी सूचना प्रौद्योगिकी विभाग, संचार और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था)  
(An Autonomous Scientific Society of Department of Electronics and Information Technology (DeitY),  
Ministry of Communications & Information Technology, Govt. of India)

कोलकाता  
Kolkata

NIELIT/Kol/Admn/13/2018/62

Dated : 18/05/2018

**OFFICE ORDER**

**Sub : Attendance on Saturdays for employees engaged through Manpower Supply Agencies**

All employees posted at NIELIT Kolkata (JU and Salt Lake Campus) through Manpower Supply Agencies will work for 6 day week (i.e., Monday to Saturday) except 2<sup>nd</sup> & 4<sup>th</sup> Saturdays from 9.30 AM to 6.00 PM with recess from 1.30 PM to 2.00 PM w.e.f. 01.06.2018.

However, as per prevailing practice MTS, Security and Electrical Maintenance staff will work all Saturdays as usual.

Additionally as per requirement of the Centre/Reporting Officer, employees may be asked to work on other days and beyond normal office hours also.

This is issued with the approval of the Director.

*Aas*  
18/5/18  
(A. Das)

Joint Director (F & A)

Copy to :

1. All concerned employees
2. PS to Director for kind information of Director
3. M/s. Ultimate Digital Solution Pvt. Ltd.
4. M/s. Loknath Consultant
5. M/s. Sterling Security Agency
6. File.

*Aas*  
18/05/2018

पता : यादवपुर विश्वविद्यालय परिसर, कोलकाता - 700 032, भारत  
Address : Jadavpur University Campus, Kolkata - 700 032, India  
दुरभाष/ Phone : 91-33-24146081 / 6054  
फेक्स/ Fax : 91-33-24146549 // ई-मेल/ E-mail : dir-kolkata@nielit.gov.in  
वेबसाइट/ Website : www.kolkata.nielit.gov.in

मुख्यालय : इलेक्ट्रॉनिक्स निकेतन, 6 सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली - 110 003  
HQ Address : Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi - 110 003  
दुरभाष/ Telephone : 91-11-2436 3330 with 6 lines  
फेक्स/ Fax : 91-11-24363335 // ई-मेल/ E-mail : contact@nielit.gov.in  
वेबसाइट/ Website : www.nielit.gov.in