



INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG: DHENKANAL, ODISHA-759146

IGIT/Estt- 90

Date- 28/01/2026

CIRCULAR

This is for information of all Head of Departments (HODs) /Head of the Offices (HOOs) that the Board has reviewed and approved a proposal to modify the office working hours,

The official working hours is revised from **8.00 A.M - 4.30 P.M** to **9.00 A.M - 5.00 P.M**, with lunch break from **1.10 P.M to 2.30 P.M**. The Biometric Attendance In-Time: **8.30 A.M. to 9.30 A.M.** & Out-Time **5.00 P.M. to 6.00 P.M.** (As approved by the Board) In addition to the biometric system, signature in the departmental attendance register is mandatory to maintain proper records. Any deviation from the scheduled timings requires prior approval from the respective HODs/HOOs.

All HODs/HOOs are requested to bring this to the notice of all staff members under their jurisdiction and suggest the work plan to be modified and implemented after discussion in the HOD council meeting.

By order,

M. B. Chera
28-01-2026

REGISTRAR

Copy to:-

1. All Deans/HODs/HOOs for information & necessary action.
2. Accounts Officer for information & necessary action.
3. Co-ordinator ABAS for information & necessary action
4. Co-ordinator Institute Time table for information & necessary action.
5. Prof. I/C Institute website for information & circulation in the Institute website.
6. P.A to Director for kind information of the Director.