



**BIRLA INSTITUTE OF TECHNOLOGY  
OFF CAMPUS - NOIDA**

Ref. No. BIT-N/RO/OO/2021-22/001

August 25, 2021

**OFFICE ORDER**

All faculty and staff members are hereby informed that they shall attend office as per usual office time from 9.00 a.m. to 5.30 p.m. on all working days and required to mark "in" and "out" time compulsorily.

Faculty members having classes at 9.00 a.m. for any day may attend office from 8.50 a.m. to 5.20 p.m.

Any faculty or staff members must attend office any day, if called for exigency of work.

This issues with the approval of the Director and shall be applicable with immediate effect and will remain in force till further order.

*Abhisek M.*  
25-08-21  
(Mr. Abhisek Mohapatra)  
Asst. Registrar

**Distribution :**

1. PA to Director for Director's kind information
2. Institute Notice Board