



राष्ट्रीय प्रौद्योगिकी संस्थान गोवा  
NATIONAL INSTITUTE OF TECHNOLOGY GOA

कुंकोलिम, जिला दक्षिण गोवा, गोवा, पिन-403703  
Cuncolim, South Goa District, Goa, Pin-403703  
स्थापना विभाग / Establishment Section

NITG/ADMIN/2026/10w/357

Date: 16 - 06-2026

**//OFFICE ORDER//**

**Duty Hours for Non-Teaching Staff**

With reference to previous order No: NITG/ADMIN/IOW/2023/359 dated 15-05-2023 (enclosed), changes in the normal hours of attendance (timing) of the Institute is hereby notified as under with immediate effect.

**1) Administrative/ Academic/ Accounts & Departmental Offices/ Laboratory Staff:**

09:00 AM to 05.30 PM

Lunch Break: 01:00 PM to 01:30 PM

09:30 AM to 06:00 PM

Lunch Break: 01:30 PM to 02:00 PM

Rest of contents of the previous order will remain unchanged.

This is issued with the approval of competent authority.

  
Registrar I/C  
15/6/26

Copy to:

1. Main Notice Board (Institute/hostels)
2. All Deans/HoDs/ Section Heads
3. To all Faculty/Staff by E-mail
4. CCC to upload on Institute website
5. PA to Director/Registrar/Dispatch Section

