



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर  
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

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An Autonomous Institute under Ministry of Education, Govt. of India.

**OFFICE ORDER**

Imphal, the 31<sup>st</sup> July, 2025

No.NITM.1/(7-Estt)/Order/2024 (Pt) -284 It is hereby ordered that, with effect from August 1, 2025, all staff members, including contractual employees, are required to adhere to the following attendance procedures:

1. **Office Timings:** The official working hours for all employees shall be from 9:00 AM to 5:00 PM.
2. **Biometric Attendance:** All employees must mark their biometric attendance twice daily—at the time of entry and exit from the office.
3. **Physical Attendance Register:** In addition to the biometric system, employees are also required to sign the physical attendance register maintained in the Director's Office.
4. **Late Arrival:** Any instance of late arrival will result in a half-day Casual Leave (CL) deduction, in accordance with CCS Leave Rules.

This dual-attendance system is being implemented to ensure the accurate maintenance of attendance records and to uphold discipline and punctuality within the Institute. All concerned employees are directed to strictly comply with the above instructions.

This order is issued with the approval of the Competent Authority.

(Prof. Kh. Tomba Singh)  
Registrar, NIT Manipur

Copy to:

1. P.S to Director, NIT Manipur, for kind Info.
2. All Deans and All HoDs NIT Manipur, for kind info.
3. All Section Heads for info. To all employees in their section.
4. Technical Officer for uploading in the institute website.
5. CF/GF