

SRINIX COLLEGE OF ENGINEERING, BALASORE

NOTICE

No: 267/SCE/2022

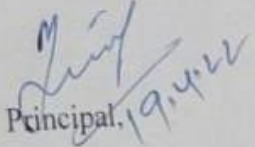
Date: 19.04.2022

.It is herewith informed to all concerned that the college working hours will be from 7.00AM to 1.00PM from 20.04.2022 except on 25, 26, 28 and 30th April 2022 until further order. However admission cell, Accounts section and Establishment section will work as per the schedule given below.

Name of the section	Working hour	Person to be present	Remark
Admission cell	7.00AM to 10.00AM	Sri Abinash Mohapatra	A Mohapatra will manage Admission cell up to 10.00AM
	10.00AM to 5.00PM	Sri Siddhartha Maharana	
Accounts Section	10.00AM to 5.00PM	Sri N Mahanta & Sri S Nayak	On BPUT examination days accounts section will remain open from 7.00AM.
Establishment section	7.00Am to 1.00PM	Sri A Mohapatra	
	1.00PM to 5.00PM	Sri Basanta Kar	Sri N Mahanta/ Sri S Maharana will complete the urgent work if any during this time

NB: Sri Basanta Kar will remain present daily from 10.00 to 5.00PM, other attendant will attend college from 7.00 to 1.00PM and in case of urgent/pending work duty will be assigned to other attendants.

Copy to: Sri S K Giri & Sri B Pal to give the notice in college web page.

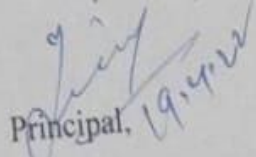

Principal, 19.4.22

SCE, Balasore

Memo No: 268/SCE/22

Copy to: President, BTES, BLS, for information

Date: 19.04.22


Principal, 19.4.22

SCE, Balasore