



Estd: 2008  
**NADIMPALLI SATYANARAYANA RAJU  
INSTITUTE OF TECHNOLOGY**

(Approved by AICTE, New Delhi & Affiliated to JNTU, Kakinada)  
SONTYAM, ANANDAPURAM, Visakhapatnam-531173

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NSRIT/CIR/staff/2017-18/006

Date: 12-06-2017

**CIRCULAR**

All the staff members are requested to follow the following timings with immediate effect now onwards Bio-Metric Attendance also considered along with the manual Attendance Register.

1. Teaching & Non Teaching : 08.45 AM
2. Sub Staff (Attenders, Sweepers & Scavengers) : 08.00 AM

**Dr. B.V.R. Ravi Kumar**  
Principal

Copy to

1. **Secretary – for kind information**
2. **Vice Principal & Dean- Academics:** for information
3. **Asst. Principal (Admin) :** for information
4. **All HODs – CE/EEE/ME/ECE/CSE/S&H/MBA:** for information
5. **A.O. :** for information