



CIRCULAR

Subject: Observance of Half Day on 22.01.2024 - regarding

**Reference: Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training), GOI,
OM No. F. No. 12/7/2023-JCA dated 18th January 2024.**

The Institute will observe half day on Monday, the 22nd January, 2024 till 02.30 pm.

Academic section may note for academic sessions and convocation preparation related activities.

Employees who are not able to join after 02.30 pm, to fill half day Causal Leave.

The concerned Department/Section Heads will, however, ensure that essential services are not affected and attendance of the half day to be recorded.


Chief Administrative Officer (Offg.)

18/1/24

Email distribution:

Director

All Deans

All Faculty Members

All Dept. Heads/All Section Heads - to bring this to the
notice of staff working
under them.

**Displayed on
IIM Website**

cc: Faculty Notice Board/Staff Notice Board

Enclosed: Dopt Order dated 18th January, 2024