

CIRCULAR

Sub :- CBIT - Visiting hours for Principal's Chambers and Admn. Office - Reg.

As discussed at the Heads of the Departments meeting held on 03.12.2016, the following visiting hours are fixed for visiting Principal's Chambers and Admn. Office.

**Normal visiting hours to Principal's Chambers:**

- \* For staff members : from 3.00 pm. to 4.30 pm.
- \* For students : from 12.40 pm. to 1.20 pm.
- \* Outside visitors : 3.30 pm. onwards
- \* For HoDs : Any time they can telephone and come.

**Visiting hours for staff to Administrative Office:**

- Every day between 3.00 PM. and 4.15 PM. staff can visit Admn. Office for follow up of any official / personal works.
- Clarifications in person when required can be obtained from the concerned section Superintendent / staff in the Administrative Office viz., Establishment, Accounts, Purchase etc., during above visiting hours.

**However, the concerned Superintendents / staff in Admn. Office can be contacted any time over internal phone.**

- Admn. Officer can be approached if necessary to get further clarification during the above visiting hours or over internal phone.
- Admn. Office is available over internal phone / group cell phone to the Heads of the Departments at any time during working hours or beyond working hours also in case of urgency.

  
Dr. B. CHENNAKESAVA RAO  
PRINCIPAL, CBIT

To  
All the Heads of the Departments / Sections with a request to circulate the same among the members of the staff working under their control.