

**GOVERNMENT OF TELANGANA**

**OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
TELANGANA :: HYDERABAD**

**Memo. No. K3/11029/2015-Vol.-II**

**Dated:09-08-2018**

Sub:Technical Education - Submission of College Working Timings -  
Regarding.

Ref: (1) Memo No. H/4408/2015, Dated: 23.02.2018 of CTE, T.S, Hyd.

(2) This office Memo of even No, Dated:17.07.2018.

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In the reference cited, all the Principals are permitted to choose the college timings as per the local conditions. In this regard all the Principals of the Polytechnics are requested to submit their college timings immediately.

Further, the Principals are requested to see that the college functions six hours in a day. Each staff member has to work for six hours between the "in time" and "out time" and the same has to be recorded in Bio-metric attendance every day.

If any staff member comes to the office/Polytechnic late due to any exigency they should work extra time equivalent to late period of that particular day beyond working hours. The principals are requested to follow the instructions scrupulously.

The receipt of the memo shall be acknowledged.

Sd/- Navin Mittal  
**COMMISSIONER**

To:

- ✓ The Principals of all Government Polytechnics in the State.
- Copy to the Secretary, SBTET, Telangana, Hyderabad.
- Copy to the RJD (TE), Hyderabad.
- Copy to stock file.

  
For COMMISSIONER  
