



LAMRIN TECH SKILLS UNIVERSITY PUNJAB

Ref. No. LTSU/R/2024/125

Date: 12/6/24

Office Order

This is in continuation with the earlier office order no. LTSU/R/23/121 dated 31/05/2024 the competent authority of the University has desired that all staff members (Teaching and Non Teaching) working in Lamrin Tech Skills University Punjab will ensure 09:00 a.m. to 04:30 p.m. working in University campus daily on all working days w.e.f. 12.06.2024 (Wednesday) and the buses will depart from the University at 04:35 p.m. Out of which the duty hours of General Administration staff (Attendants, Cleaning Staff and Gardening Staff etc) are from 08:00 a.m. to 05:00 p.m. till further order.

This will come into force with immediate effect.


Registrar

Copy of the above is forwarded to the following for the information:

- 1) Office of Hon'ble Chancellor
- 2) Office of Vice Chancellor
- 3) Office of Pro Vice Chancellor

Copy of the above is forwarded to the following for the information and necessary action:

1	Jt. Registrar	10	Head, USE
2	Dean Academic Affairs	11	Director, School Of Foreign Languages & Skill Development
3	Controller of Examinations	12	Head, University School of Hotel & Tourism Management
4	Dean, USET	13	Assistant Director - DSW
5	Dy. Dean, USET	14	Asst. Registrar (Est.)
6	Dean, USCM	15	Asst. Director University School of Sports & Physical Education
7	Dy. Dean, USCM	16	Administration Officer
8	Dy. Director IT	17	Transport In-charge
9	Head, USP	18	All concerned members

Sd/-
Registrar