

**CSIR-FOURTH PARADIGM INSTITUTE
BENGALURU – 560 037**

No. CSIR-4PI/02/(64)/2025

05 May 2025

कार्यालय ज्ञापन/OFFICE MEMORANDUM

Sub: Rescheduling of Office Working hours-reg

The Director, CSIR-4PI has been pleased to reschedule the office working hours from 8.30 AM to 5:00 PM **w.e.f. 07.05.2025**.

The staff are advised to work for mandatory 8 hours everyday (excluding lunch hour). The flexi timings would be upto 9.00 AM in the morning and upto 5:30 PM in the evening.

The lunch hour shall be from 12:30 PM to 1:00 PM.

Note: The staff shall not leave the office before 4:45 PM.

All are requested to adhere to the office working hours as above.



(Sudharani P)

Controller of Administration

Copy to:

1. Dr Anil Earnest – to notify in the intranet
2. All notice boards
3. Director, CSIR-NAL, Bengaluru
4. Security Officer, CSIR-NAL
5. DG, CSIR, New Delhi
6. JS (A), CSIR Hqrs., New Delhi
7. All Labs./Instts./Units of CSIR