

No. NITW/Reg/LD/2020

May 6, 2020.

ORDER

Subject: Extension of closing of the Institute up to May 29, 2020 and
Functioning of Offices from May 11, 2020 – Reg.

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In continuation of the instructions issued on May 1, 2020 and in compliance of the Orders of the Government, the lockdown instructions will continue to be applicable till May 29, 2020. However, in terms of MHA Order No. 40-3/2020-DM-I(A) dated 01.05.2020, the Non-Teaching Officers of the level 12 and above and Heads of Section will attend office on regular basis from May 11, 2020 (Monday). The staff of Director's Office, Registrar's Office, Administration (Establishment), Accounts, Academic, Examinations Section, Deans Office, Purchase & Stores, E&MU, Hostel Office and MT Section, including daily rated and outsourcing staff will attend office from May 11, 2020 (Monday) on alternate days. Heads of Section concerned will inform the staff concerned about their day over phone. Heads of Academic Departments may also call the staff members to office, on alternative days or as and when required.

2. Dispensary will work as per the previous regular (pre-lockdown) hours.
3. All Officers and Staff attending duties are required to adhere to the following instructions, without fail:
 1. Download 'Aarogyasethu' APP on their mobile phones and before starting for office, they must review their status on 'Aarogyasethu' and commute only when the app shows 'safe' or 'low risk' status.
 2. Wear face cover/mask while at the place of work and in all public places.
 3. Maintain social distancing as per the guidelines issued by Ministry of Health and Family Welfare, both within the work place and outside.
 4. They will be subjected to thermal screening at the main gate.
 5. They are required to hand wash before entering into the work place. Arrangements for hand wash and sanitizers will be available at the main gate and near Main Building
 6. No gathering of five or more persons will be allowed within the campus.
 7. Spitting in public places shall be punishable with fine.

Sd/-
REGISTRAR

All Heads of Department/Centre/Section

- Copy to :
1. Director
 2. Deans/Advisers
 3. Chief Warden
 4. Associate Deans
 5. Dy. Registrars
 6. Executive Engineers
 7. Sr. Medical Officer
 8. Security Officer