

No. NITW/Reg/LD/2020

June 30, 2020.

ORDER

Subject: Extension of closing of the Institute up to July 31, 2020 and
Functioning of Offices – Reg.

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In continuation of the instructions issued on May 30, 2020 and in compliance of the Orders of the Government, the lockdown instructions will continue to be applicable till July 31, 2020. As indicated in the above order, Non-Teaching Officers of the level 12 and above and Heads of Section will attend office on regular basis. 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 continue to attend office on alternate days. Heads of Academic Departments may call their faculty, office staff and technical staff, as and when required.

2. It is reiterated that 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. Show Identity Card to the Security Personnel at the Main Gate.
4. Maintain social distancing as per the guidelines issued by Ministry of Health and Family Welfare, both within the work place and outside.
5. They will be subjected to thermal screening at the main gate.
6. 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
7. No gathering of five or more persons will be allowed within the campus.
8. Spitting in public places shall be punishable with fine.

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