

No. NITW/Reg/2020/

August 31, 2020

ORDER

Subject: Continuation of instructions on work from home up to ^{21.}~~25.~~09.2020 – Reg.

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In continuation of this Office Order of even number dated 14.08.2020 and in view of the increasing cases of COVID-19 in the tri-cities of Warangal, Hanamkonda and Kazipet, it has been decided that the Faculty and Non-Teaching staff will continue to work from home up to 21.09.2020. However, Faculty members can visit the Institute to attend to the online classes and other academic activities. Faculty/Employees should complete all time bound actions in time. Sections dealing with essential services like Medical, E&MU, MT, etc., will work regularly as per the existing arrangement.

It has been reported that some of the employees'/family members with symptoms like Fever, Cold, Cough, etc., are visiting the Institute/Health Centre. It is advised that they may obtain the medical advise over phone and not visit the Institute/Health Centre, as it may expose others to the risk.

All Heads of Department/Centre/Section

Copy to:

- 1) Director
- 2) Deans/Advisers
- 3) Associate Deans
- 4) Medical Officer I/c, IHC
- 5) Security Officer
- 6) RN


31.8.2020
REGISTRAR