

No. NITW/Reg/2020

August 1, 2020

ORDER

Subject : Phased reopening of the Institute from 3.8.2020 – reg.

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Keeping in view the guidelines for phased re-opening (Unlock-3) as issued by MHA vide Order No. 40-3/2020-DM-I(A) dated 29.7.2020, it has been decided to observe staggered working of the Offices of the Institute with effect from 3<sup>rd</sup> August, 2020 as under:

- |                              |   |                          |
|------------------------------|---|--------------------------|
| 1. Administration Section    | - | Mondays and Tuesdays     |
| 2. Accounts Section          | - | Tuesdays and Wednesdays  |
| 3. Purchase & Stores Section | - | Wednesdays and Thursdays |
| 4. Academic Section          | - | Thursdays and Fridays    |

Employees of the above Sections will work from home on the days other than those indicated above and may be called to report to office for any urgent work, at short notice.

Other Sections dealing with essential services like Medical, EMU, MT, etc. will be working regularly as per the existing arrangement.

Faculty and Non-teaching staff of the Departments will be called to work in the Departments, as per the work requirements, as decided by the Heads of the Department.

Other instructions on using ArogyaSethu, maintaining physical/social distancing, frequent hand washing, wearing mask at all times, etc. will be strictly followed by all. Faculty/Employees from the containment zones, as declared by the District Administration are required to work from home and they need not attend office.

Sd/-  
REGISTRAR

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