



No. RDO/2898/20

Date: 18<sup>th</sup> March, 2020

ORDER

The Institute shall remain closed for the next two days i.e. 19.03.2020 and 20.03.2020 as a preventive measure to stop spreading of COVID-19 in the working environment in view of lack of preparedness of the Institute as prescribed in the DOPT guideline vide F. No. 11013/9/2014-Estt.A.III dt. 16/17.03.2020.

The emergency and other essential services shall continue as usual.

The Head of the Institute, if so feels, may direct the Office of the Registrar, Office of the Director, Finance Section and Examination Section to remain open with a skeleton service supported by nominal Officers/Staff Members for attending urgent administrative work.

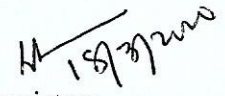
The above holidays shall be compensated by declaring Saturday/Sunday as working days in future after the situation improves.

This order is issued with the approval of the Competent Authority.

Sd/-  
(Biman Bandyopadhyay)  
Registrar

Copy forwarded for information and action to:

1. PS to the Director
2. All Deans/All Heads of Dept./Schools/Centres
3. All Hostel/Hall Wardens
4. All Officers
5. Supdt. of Workshop
- ✓ 6. Institute Website

  
Registrar