



No. RD0/566/2021


Date: 04/10/2021

**ORDER**

The key of the offices of each officer shall henceforth be kept in the Key Board of ground floor of Science and Technology Building under the control of the Security-in-Charge. On working days, keys of the respective offices shall be collected from and returned to the Key Board. On holidays, office may be attended with prior permission of the undersigned and, during the said period, staff of each section may be allowed by the concerned officers. Staff members shall ensure returning all keys to the concerned officers every day.


All officers are to submit duplicate keys with appropriate tags to the undersigned for usage in emergency purpose.

This is issued with the approval of the competent authority.

  
(Rana Roy) 04.10  
Registrar (Acting) 2021

Copy to:

1. Private Secretary to the Director
2. All Officers
3. Dr. Nityananda Nandi, Faculty-in-Charge, Security for necessary instruction to Security Consultant (OS)
3. Institute website

  
(Rana Roy) 04.10  
Registrar (Acting) 2021