

No. RMS/340/21

Date: 16.08.2021

## Circular

This is for information of all concerned that:


1. CAG Audit Team is visiting the Institute and, on an emergency basis, team may visit different sections without prior notification and all Heads/Officers/Section-in Charge must respond to all audit related queries by 48 hours of receipt.
2. Period of work from home as observed to have been permitted by some Heads for Outsourced employees shall be treated as period of absence for such employees.
3. Regular staffs shall ensure attending office as instructed by the concerned Heads/Officers/Section-in Charge to comply with the emergency requirements, failing which concerned Heads/Officers/Section-in Charge shall mark them ABSENT.

This is issued with the approval of the competent authority.

Sd/-  
(Prof. Rana Roy)  
Registrar (Acting)

Copy forwarded for information and necessary action to:

1. Private Secretary to the Director
2. All Deans/Head of the Departments/Schools/Centres- with a request to circulate
3. All Officers- with a request to circulate
4. Record Section
5. Institute Website

  
(Prof. Rana Roy)  
Registrar (Acting)  
16-08  
2021