



No. RMS/227/20

Dated: 15. 04.2020

## CIRCULAR

**Sub: Further Preventive measures to achieve "social distancing"**

In continuation of the Office Circular No. RMS/223/20 dated 27.03.2020 on the above mentioned subject and in pursuance of the Order No. 40-3/2020-DM-I(A) dated 14.04.2020 of the Home Secretary, Ministry of Home Affairs, GOI following additional measures /modifications have been taken by the Institute for preventing the spread of COVID-19 with immediate effect.

- i) All academic departments including laboratories and offices shall remain closed till 03.05.2020.
- ii) The faculty members, Non-Teaching staff including Officers are permitted to work from home till 03.05.2020.
- iii) The entry to the campus for the non-residents will be strictly controlled upto 03.05.2020.
- iv) All shops including the canteens, but except the Frank Ross Medicine shop, located inside the campus shall remain closed upto 03.05.2020.
- v) The employees engaged in emergency services including cleaning, security, medical, internet services, engineering activities and others as may be decided by the competent authority from time to time including those who are directly involved in taking measures to control spread of COVID-19 shall do their work as per the instructions of their respective controlling officers.
- vi) All other pertinent points in the Office Order No. RMS/222/20 dated 22.03.2020 shall remain valid till further order.

All concerned are advised to adhere strictly to the above measures taken by the Administration in the Public interest.

This is issued with the approval of the competent authority.

Sd/-  
(Dr. Biman Bandyopadhyay)  
Registrar

Copy forwarded for information and necessary action to: -

1. PS to the Director
2. All Deans / Head of the Departments, Schools, Centres /All Officers
3. The Principal, ITI inside IEST campus and the Head Master (Teacher I/c), B.E. College Model School (Montessori/Primary/Secondary)
4. Institute Website

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15/04/2020  
Registrar