



RMS/221/20

Dated: 20.03.2020

### CIRCULAR

In continuation of the office order no. RMS/220/20 dated 18<sup>th</sup> March 2020 and in pursuance of the office order F.No.33-3/2020-TS.III dated 20.03.2020 issued from MHRD, Dept. of Higher Education, Gol regarding preventive measures to contain the spread of COVID-19 the following additional measures have been taken by the Institute w.e.f. 23.03.2020 till 15<sup>th</sup> April 2020.

- The faculty members are requested to work from home unless there is any essential academic or administrative work.
- All Academic Departments/Schools/Centres of the Institute will remain closed. However, the Heads of the academic units shall keep their offices open as necessary for administrative work with the help of minimum number of staff. Remaining non-teaching staff shall be allowed to work from home.
- In all non-academic Administrative units 50% of Group B and Group C employees shall attend the office every day. Remaining 50% staff shall be allowed to work from home.
- A roster to this effect shall be notified by the administration by 23.03.2020 evening.
- All unskilled staff members engaged through outsourcing agency (Golden Hospitality Service Ltd.) are required to report to Dr. Bivore Das, Assistant Registrar (Compound & Purchase) during this period, if they are not engaged by their concern departments.
- All Semi-Skilled / Skilled / High-Skilled staff members engaged through outsourcing agency (Golden Hospitality Service Ltd.) are required to report to Dr. Devasis Datta, Deputy Registrar (Administration) during this period, if they are not engaged by the concern departments.
- The staff who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work. Employees working from home must take permission in case they have to leave home station in case of emergency situation.
- The employees engaged in emergency services including cleaning, security, medical, engineering etc. and those who are directly engaged in taking measures to control spread of COVID-19 shall continue to attend office as usual.
- Entry to 4 storied Academic Building shall be made only through 1<sup>st</sup> lobby and to 8<sup>th</sup> storied Academic cum Administrative Building through main entry of ASN Bose Bhawan.

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. All Notice Boards
4. Institute Website

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20/3/2020  
Registrar