

## **NOTICE**

In pursuance of the letter of Shri Amit Khare DO No. Secy (HE)/ MHRD/2020 dated 21st March,2020 regarding preventive measures to achieve "social distancing" and in partial modification to the Institute office Order No. 2475/RO/2019-20, dated 21.03.2020, it is to notify all concerned that:

1. All Head of Departments/Deans/Chief Warden (Boys)/Chief Warden (Girls)/OSD, all Non-teaching Officers and staff including those on Institute Contract or through Outsourcing, except those in essential services, are permitted and advised to work from home till March 31, 2020. The said period shall be counted as being on duty up to 31st March 2020.

All such persons should provide their contact details i.e mobile number email id to the Director/ Registrar/ respective Head of the Department/Section. In any need arises, they must be ready to report to the Institute immediately.

2. All those who are working for the essential services such as security, cleaning, sanitation, health, electricity supply, water supply etc. shall be attending their duties as per roster prepared by respective heads. The roster should be prepared in such a way that these services are not affected.

All such persons should provide their contact details i.e mobile number email id to the respective Head of the Department/Section. In any need arises, they must be ready to report to the Institute immediately.

3. All necessary safety measures already notified by the Government of India /Institute from time to time shall be observed by persons deployed in essential sectors/ cleaning and sanitation services.

4. No one should leave the Headquarters, without formal approval of the competent authority

This issues with the approval of Competent Authority

डा० सर्वेश कुमार तिवारी / Dr. Sarvesh K Tiwari

कुलसचिव / Registrar

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