



No.Admn.10(24)/2020

January 22, 2022

### **OFFICE ORDER**

#### **Sub: Re-opening of the Institute**

This is in continuation of directives issued by the Institute vide Office Order of even number dated 16.1.2022, it has been decided to open the Institute w.e.f. 24.1.2022. All faculty members and administrative/non-teaching staff (regular/contractual/ outsourced) are required to comply with the following w.e.f. 24.1.2022:

- (a) The Institute will function with 100% strength of Heads of Divisions and all officers (at the level of Section Officer and above) on all working days.
- (b) The faculty members and research staff viz. Research Associates, Research Fellows etc. may opt to Work from Home (WFH) with the approval of concerned HoD/Dean, as applicable.
- (c) The administrative staff (regular/contractual) below the level of Section Officer will attend the Office with 50% strength and the remaining 50% staff will work from home as per the roster of the Division/Section/Department.
- (d) Directives issued regarding Work from Home modalities, attendance and other measures mentioned at S.No. (c) to (n) as enumerated in Office Order No.10(24)/2020 dated 4.1.2022 shall continue to remain the same.
- (e) All essential/emergency services in the Institute (IT, Medical, Security, Housekeeping, Electricity, Water & Other Maintenance Services) will remain operational.
- (f) All faculty/officers/staff of the Institute are directed to ensure strict compliance of instructions/SOPs issued by Govt. of India, MHA, DDMA, DoP&T and Institute from time to time, especially on covid appropriate behaviours.

The above instructions shall be in force till 31.01.2022.

This issues with the approval of the Competent Authority.

(P. Sakthivel)  
Senior Administrative Officer (Estt.)

#### **All Faculty Members/Officers/Employees of the Institute**

##### **Copy to:**

1. Centre Head (Kolkata Campus): You may please implement similar measures at Kolkata Campus
2. Head (Computer Centre): for updation of this Office Order on the Institute's Website
3. PS to Vice Chancellor: for information of Vice Chancellor
4. Hindi Officer: For issuance of orders in Hindi
5. All Notice Boards