



No. Reg.Off/05(1)/2020

8th June, 2021

OFFICE ORDER

Sub: Re-opening of Institute in Phased Manner

Consequent to the Order issued by DDMA Order No.F.2/07/2020/pt file-III/432 dated 5.6.2021 regarding gradual re-opening of the activities, it has been decided to open the Institute in a phased manner w.e.f. 14.6.2021.

In order to ensure the smooth functioning of the day-to-day work of the Institute, all faculty members and administrative/non-teaching staff(regular/contractual/outsourced) are required to comply with the following w.e.f. 14.6.2021:

- i. All faculty members and administrative/non-teaching staff (regular/contractual/outsourced) must attend office at least thrice a week with staggered timings as per the roster of their respective Divisions/Sections/Departments.
- ii. All employees (regular/contractual/outsourced) will attend the office with 50 % strength and remaining 50 % will work from home as per the roster of the concerned Division/Section/Department. Those attending office shall ensure their availability for at least six hours everyday and mark their bio-metric attendance on regular basis.
- iii. The administrative/non-teaching staff who are allowed to work from home on roster basis will be required to login to the virtual section. All Section Officers/In-charge of the Division/Section/Department will ensure that all members of staff must remain logged in during the working hours. They may also be called to attend office, as and when required.
- iv. The respective SOs/In-charge will forward the weekly roster for their Division/Section/Department to Establishment Division latest by Friday every week commencing from 11.6.2021.
- v. Employees, who have proceeded to their hometowns on leave, must ensure that they return in time to the Headquarters in order to join duties on 14.6.2021. The leave rules are applicable even in WFH. The clarifications regarding treatment of leave have already been issued.
- vi. All employees who need to avail any kind of admissible leave must submit leave application to the Competent Authority for sanction before proceeding on leave.

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- vii. All officials who attend office shall strictly follow Covid appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- viii. For meetings and discussions, MS Teams Platform must be used by all employees preferably at all times. However, in case of any need for discussion/meeting in physical mode due to specific reasons, the Board Room/Mini Board Room/Nalanda or any Classrooms/Big Rooms in the Institute should be used. Personal Offices and rooms should be avoided for meeting/discussions in groups to ensure adherence to Covid-19 appropriate behaviour.

This issues with the approval of the Competent Authority.



(Dr. P.K. Gupta)
Registrar

All Faculty /Officers/Staff (Delhi Campus)

Copy to:

1. Centre Head (Kolkata) – You may please implement similar measures at Kolkata Campus, if deemed appropriate, depending upon the local situation.
2. SM: for updation of this Office Order on the Institute's Website.
3. PS to Director: for information of Director
4. Hindi Officer- for issuance of orders in Hindi