



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

11th April, 2021

OFFICE ORDER

Sub: Preventive Measures to contain the spread of Novel Coronavirus (Covid-19) regarding

In continuation of directives issued by the Institute from time to time to contain the spread of Covid-19 in the Institute and in compliance of DDMA Order No. F.1(589)/ DDMA (HQ) / Misc. Matters/COVID/21/368 dated 10.4.2021, it has been decided to implement the following modalities in the Institute with immediate effect:

- (a) The Institute will remain closed for students and regular class activity till further orders. Online/distance learning mode shall continue.
- (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. However, for faculty members opting for WFH, the Transport Allowance will be regulated as per the OM. No. Reg.Off/05(1)/2020 dated 7.4.2021.
- (c) The Institute will function with officers at the level of Section Officers and above on all working days with 100 % strength.
- (d) The administrative staff 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. Those attending office shall ensure their availability for atleast six hours everyday.
- (e) The administrative staff who will be allowed to work from home on roster basis will be required to login to the virtual section. The Section Officer/Section In-charge will create a virtual section on MS Teams and the employees/staff working from home will log in at 9.00 am every day and perform all assigned tasks. In case of any issues arising due to connectivity etc., they should report the same to their Section Officer/Incharge and remain available on telephone and other modes of communication. They may also be called for duty in the Institute as and when necessary.
- (f) The attendance of the employees/staff who will be attending the office physically as well as those who will be attending virtually (work from home) through MS Teams will be forwarded by the Section Officer/Incharge of the Section/Division to the Establishment Division after obtaining approval of the Head of concerned Section/Division latest by 11 am everyday. The Establishment Division will compile the same and submit to the Registrar Office on daily basis.

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- (g) The employees reported to be absent by their Divisions/Sections either on the rostered or WFH days would be liable to disciplinary action as per rules.
- (h) All outsourced staff including office boys will be managed by the concerned administrative divisions i.e. Gen Admin/E&M.
- (i) Meetings, as far as possible, may continue to be conducted in online mode and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (j) Entry of the visitors in the campuses would be discouraged to the maximum extent. Routine entry of the visitors would be suspended with immediate effect. When absolutely necessary, only those visitors who have proper written request of the officer/staff they want to meet duly endorsed by the Head of concerned Division would only be allowed after being properly screened.
- (k) The Security Staff shall strictly implement all Covid-19 protocols at the entrance of the campus as per SOPs. Any violations must be reported to the SO (Gen Admin) on priority.
- (l) All essential/emergency services in the Institute (Medical, Security, Housekeeping, Electricity, Water & Other Maintenance Services) will remain operational.
- (m) All faculty/officers/staff of the Institute are directed to ensure strict compliance of instructions/SOPs issued by Govt. of India, MHA, DDMA and Institute from time to time, especially on covid appropriate behaviors viz. maintenance of social distancing norms, wearing of masks, health & hygiene practices etc.

The above instructions shall be in force with immediate effect till 30th April, 2021.

This issues with the approval of the Competent Authority.



(Dr. P.K. Gupta)
Registrar

All Faculty /Officers/Staff and Students of the Institute

Copy to:

1. Centre Head (Kolkata Campus): Appropriate actions for Kolkata Campus may be initiated based on local/WBDMA guidelines.
2. SM: For updation on website
3. PS to Director for information of Director
4. Hindi Officer- for issuance of orders in Hindi.