



भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर Indian Institute of Information Technology, Nagpur

“An Institution of National Importance by an Act of Parliament”

S.No. 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni,
Village - Waranga, PO - Dongargaon (Butibori), District - Nagpur (Maharashtra) – 441108

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4th Jan. 2022

CIRCULAR

As a preventative measure to contain spread of COVID-19, the Ministry of Personnel, Public Grievances and Pensions (DoPT) vide its OM No. 11013/9/2014-Estt.A.III dated 3rd Jan. 2022 has advised for regulation of attendance in the Central Government Offices.

Accordingly, all are advised to note that:

1. The Institute shall be operating with 50% employee strength for the positions below Level 10 in Teaching and Non-Teaching Cadre.
2. All the employees working on Level 10 and above shall attend the office regularly.
3. The HoDs shall call the staff below Level 10 as per requirement subject to restriction of 50% strength.
4. The employees below Level 10 shall discharge the duties from Home and shall be available on phone / through emails all the time.
5. Employees with disabilities and Pregnant Women Employees shall work from home.

The above directives shall be applicable till 31st Jan. 2022 or till further orders.

While attending the work physically at the Institute as and when required, it is mandatory to adhere to the following important instructions:

- ⇒ Wearing a face cover is compulsory.
- ⇒ Use of thermal scanning / sanitizing facility being provided by the Institute shall be appropriately used.
- ⇒ Social distancing shall be followed.
- ⇒ No gathering in work or public spaces including corridors.
- ⇒ Maintenance of strict public hygiene.

The Faculties / Staff and other employees shall strictly follow the directives of Central / State Government / Local Authorities issued from time to time related to COVID-19 situation.

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Dr. O.G. Kakde
Director

CC:

I/c Dean / Registrar
All HoDs / All Faculties
All Staff