



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar
Argul, Bhubaneswar – 752050

web: www.iitbbs.ac.in

F.No. 2-8/Covid-19/2020-Estt.

Date: 18.07.2020

Administrative Notification Number 173 /2020

Ref: Order No. 4263/R&DM(DM) dated 16.07.2020 of Govt. of Odisha

In the wake of the orders issued by the Govt. of Odisha under reference with regard to imposing the lockdown in the districts of Khordha, Cuttack, Ganjam and Jajipur, the following are notified to all the employees of the Institute for information and compliance:

1. Administrative Notification Number 137/2020 dated 28.05.2020 will remain in force to regularize the attendance of Faculty, Officers and Staff (Copy enclosed).
2. All the Heads of the Schools are requested to issue necessary authorization letters to their respective Faculty and Staff members to facilitate their movement from their place of stay to the campus and back. Similarly, the Officers and Staff of Deaneries will be issued with authorization letters by the respective Deans. (Format enclosed)
3. The Officers/Staff who are not covered under above and commuting from outside to the campus will obtain passes from the Registrar's office.
4. Passes for all the outsourcing employees on emergency services will be issued by the Chief Security Officer and the concerned in-charges of the sections are requested to take care of the same.
5. Any Officer and Staff residing in the containment zone notified by the Govt. of Odisha should inform the same with proof to the supervisory officer and not attend the Office till the containment zone is denotified. Such officer/staff shall be permitted to work from home.
6. Necessary assistance will be provided by the CSO (mob: 09491664621)/ASO (mob: 08895241460) over phone, in case of any difficulty/challenge in movement of the employee while attending the duties.

Encl: As mentioned above.


Registrar