



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

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F.No. 2-30/Covid-19/2020-Estt.

Date: 28.05.2020

**Administrative Notification Number 137/2020**

- Ref:** 1. F.No. 11013/9/2014-Estt. A.III dated 18<sup>th</sup> May 2020 of DoPT, GoI  
2. GAD-COOD-MISC-0001-2018-11683/Gen dated 18<sup>th</sup> May 2020 of GoO

In pursuance of the references cited above and in continuation of the e-mail dated 09 May 2020 on National Directives for COVID -19 Management along with regulation of attendance of the employees, the following is hereby notified for strict compliance until further orders as per the decisions taken by the Institute:

- (a) All the Faculty members and Officers of the Pay Level -12 and above shall attend office on all working days.
- (b) The Faculty members at Level -10 & Level -11 may also attend office since the majority (level-12 and above) and the nature of the job is the same.
- (c) For regulating the attendance of officers and staff below the level of Deputy Secretary, all Heads of the Departments shall prepare a roster so as to ensure that 50 percent of Officers and Staff attend office on every alternate day. Those Officers/Staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of Communications at all times.
- (d) All Heads of the Department shall also ensure that the 50 percent of officers and staff who attend office observe staggered timings, as needed.
- (e) In view of the demand from Research Scholars to permit them to work in the labs, the Research Scholars from non-containment zones will be permitted to attend the Institute and observe isolation.

However, if the number of scholars is large in a laboratory, Head of the Schools may selectively permit the Scholars to work based on the need. The Scholar coming from outside the campus have to bring their own lunch/food and are not permitted to enter the Hostels.

The above instructions shall be in force with immediate effect and until further orders. Bio-metric attendance shall continue to be suspended until further orders. The Heads of the Schools and Sections may kindly ensure strict compliance of these instructions as well as the national directives for COVID -19 management notified by the Ministry of Home Affairs (enclosed).

  
Registrar