



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.)-177005
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.)-177005

[An Institute of National Importance under Ministry of Education (शिक्षा मंत्रालय)]

OFFICE OF THE REGISTRAR

No. NIT/HMR/Admin-/COVID-19/575/V-IV/2021/ 442-468

Dated: 13-01-22

To

All Deans/HODs/HOCs/Chief Warden (Hostels)/ Warden, all Hostels
Estate Officer/Executive Engineer/Central Library/Medical Officer/
Central Workshop NIT Hamirpur (HP)

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Attendance of Central Government officials regarding.

Subsequent to the notification no NIT/HMR/Admn/Covid-19/575/V-IV/2021/403-441 dated 13-01-2022 vide which the academic as well as administrative activities of Institute has been resumed and in reference to Office Memorandum F. No. 11013/9/2014-Estt.A-III dated 03.01.2022, in view of the initial signs of surge in cases of COVID-19, the Institute shall henceforth follow the guidelines and the duty roster of the staff upto 31st January, 2022, as mentioned below:

1. Physical attendance of all staff members below the rank of Assistant Registrar is restricted 50% of the actual strength and the remaining 50% shall work from home. Accordingly a duty roster of all staff members shall also be prepared and submitted by the respective HODs/Branch Officers to the undersigned by 17th January, 2022 (upto 12:00 noon) positively for final notification at our end.
2. All the Heads, Deans, Associate Deans, FIs, Chief Warden, Wardens, Faculty members (Regular/Temporary/Contractual), Estate Officer, Medical Officer, Executive Engineer, In-charge Library and others officer of the level of Assistant Registrar & above are to attend office on regular basis including the officials having separate chambers.
3. The staff engaged through outsource agencies will attend the office as usual.
4. The Officers/Officials engaged/associated for essential services of the Institute viz. , electrical, medical, C& M section, sanitary, security, water supply and Computer Centre etc. will also attend the duties as usual
5. Persons with Disabilities and Pregnant women employees shall not attend the office but required to work from home.

6. All Officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified.
7. The staff members who are not attending office and working from home shall be available on telephone and other electronics means of communication at all times.
8. All the staff members have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/sanitization, wearing a mask/face cover, observing social distancing at all times.
9. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HODs/Branch Officer may also ensure non-crowding in corridors, canteens etc.

This issues with the approval of the Competent Authority.

Ganesh Gupta
13/01/22
REGISTRAR
NIT HAMIRPUR (HP)

Copy to :-

1. Director, for his kind information, please.
2. FI(CC) with the request to upload the same on Institute website immediately for information to all concerned.

Ganesh Gupta
13/01/22
REGISTRAR
NIT HAMIRPUR (HP)