



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}

OFFICE ORDER

In compliance to the directions vide F.No. 44011/2/2021-E-IV dated 16th April, 2021 issued by Ministry of Education and subsequent guidelines vide office memorandum F.No. 11013/9/2014-Estt.A-III Dated 19th April, 2021 issued by the Ministry of Personnel, Public Grievances and Pensions (DoPT), Govt. of India and subsequent approval of Competent Authority, the following instructions/guidelines are issued for strict compliance by all concerned in connection with preventive measures/steps to contain the spread of COVID-19 Pandemic.

1. The Heads of Department/Section Incharges should ensure the preparation & circulation of weekly duty roster of Non-Teaching employees (**Group B and Group C only**) in such a manner that 50% of the employees sitting in shared cabins will attend the office for three consecutive working days and the remaining will work from their home/residence, so far as is practicable. **Duty Roster should be circulated separately by each Head of Department/Controlling Officer of the branch.**
2. All Non-Teaching employees working from home must be available on Phone / Electronics means to assist the administration from time to time. If any need arises they may be required to be present in the office immediately.
3. Further, the working hours for all employees who attend office on a particular day should be staggered and three groups of employees may be formed and asked to attend office as per following timings:-
 - (i) 9:00 AM to 5:30 PM
 - (ii) 9:30 AM to 6:00 PM
 - (iii) 10:00 AM to 6:30 PM
4. However, all Assistant Registrars, Deputy Registrar and Staff of Registrar and Director's office will attend the office as usual to ensure proper upkeep of essential/emergency services.
5. All the employees falling in the category of differently-abled including pregnant woman are exempted from attending offices till 30/04/2021.
6. The employees, who do not attend office on any particular day, shall not leave the station, be available on telephone or other means of communication and will attend office, if called for any exigency of work.
7. The Head of the Departments/Deans/Section In-charge shall ensure that employees attending various offices during this period take all necessary precautionary measures and health guidelines as per SOP(s) issued time to time from the District Administration and Ministry of Education.
8. If any staff intends to go on leave or outstation, he/she will have to seek permission for leaving the station separately from competent authority forwarded through their Head of Department/Section.

9. This order shall not be applicable to the officers/officials engaged/associated for the essential services of the Institutions (viz Electrical Services, Health Centre, C&M Section, Water supply, Computer Centre, Sanitation Services & Security services).
10. All social/academic/sports/entertainment/cultural/religious gathering and other congregations are completely banned in the State/Institute. However a maximum 50 persons only will be allowed in gatherings related to marriages/funerals irrespective of location/venue w.e.f. 22/04/2021.
11. All shops/sports complex etc. shall remain closed on Saturdays & Sundays till 01/05/2021 except shops dealing with items of daily need such as fruits, vegetables, Milk & Milk products and other daily essential goods.
12. All the persons coming from outside the State especially from high load cities are advised to inform local Panchayats/Health Staff/SDM and ensure random sampling amongst these returnees.

The above guidelines will not apply to those, who are residing in Containment Zone declared by the District Authorities. However, all such employees who are not able to attend office because of their stay in the Containment Zones, will be required to submit the notification issued by the District Authorities in this regard, for each day of absence. Such employees at all times must be available on the mobile phone, WhatsApp and other electronic means of communications and also remain fully prepared to attend office for emergency duty in exigencies, for which they would be electronically informed through telephone/mobile or e-mail/WhatsApp only.

Necessary updates will be communicated through the Institute website. All are requested to visit the Institute website from time to time for necessary updates.

The instructions/guidelines shall come into effect immediately and will remain in force until 30/04/2021 or further orders, whichever is earlier.

Yogesh Gupta
REGISTRAR 22/4/21

Dated: - 22/04/2021

No. NIT/HMR/Admn/575 (Vol-II) /COVID-19/2021/ 3928-50
Copy to: -

1. Director for kind information, please.
2. Chief Warden (Hostels) for information.
3. All Deans/HODs/Section In-charges/Library/XEN/Central Workshop/Health Centre for information and necessary action.
4. Faculty In-charge (CC) for information and displaying on the Institute website.

Yogesh Gupta
REGISTRAR 22/4/21.