

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान , कोलकाता
National Institute of Electronics & Information Technology, Kolkata
जादवपुर विश्वविद्यालय परिसर, कोलकाता-700032
[Jadavpur University Campus, Kolkata-700032](http://www.nielit.gov.in)

NIELIT/Kol/Admn/13/2020/897
22/03/2020

Office Memorandum

Subject: **Preventive measures to contain the spread of Novel Coronavirus (COVID-19)
- regarding.**

1. In supersession of all earlier orders in connection with **Preventive measures to contain the spread of Novel Coronavirus (COVID-19)**, In compliance with the latest DoPT's order vide OM No. 11013/9/2014-Estt (A-III) dated 22.03.2020, Government of West Bengal Order, Health and Family Welfare Department order NO H&FW/120/20 dated 22/03/2020 and subsequent instruction from NIELIT HQ 1(79)/2019-NIELIT Vol-II/ dated 22/03/2020 received through email dated 22.03.2020, it is decided that all the staff members of NIELIT Kolkata of all groups and categories will work from home with effect from 23/03/2020 upto 27/03/2020 or until further orders whichever is earlier however ensuring that transport, security, fire services, electricity, housekeeping are maintained.
2. While working from home all concerned staff members will ensure their constant availability over phone/internet. The staff members will attend duty in office if called for, in case of any work exigency without fail.
3. The staff members will accordingly onwards convey to the contractual and outsourcing manpower working under respective supervisory control to work from home and report to office on duty if called for in case of exigency of work.
4. The situation will be reviewed once again before 31.03.2020 and suitable decision will be updated in our website <http://nielit.gov.in/kolkata>.

(V.Krishnamurthy)
Director Incharge
NIELIT Kolkata

To: 1 All employees of NIELIT Kolkata
2. Mr Kalyan Baital Scientist C for uploading on NIELIT Kolkata Website

Copy for Information to:

1. Registrar NIELIT HQ
2. Staff Officer of Director General, NIELIT
3. CVO NIELIT through VO NIELIT Kolkata
4. NIELIT Kolkata Salt Lake Office
5. Education Department
6. Wings Head
7. Notice Boards
8. File

