

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.), कालिकट
NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
(NIELIT), CALICUT

सं. 3(9)/01/स्थापना
No.3(9)/01/Estt.

23 मार्च 2020
March 23, 2020

कार्यालय ज्ञापन सं.07
OFFICE MEMORANDUM NO.07

In continuation of various advisories from State/Central Government and Office Memorandum No. 3(79)/2019-NIELIT/Vol.II dated 22nd March 2020 of NIELIT Headquarters, it is decided that all the staff members of NIELIT, Calicut of all groups and categories will work from home with effect from 23.03.2020 up to 31.03.2020 or until further orders, whichever is earlier, however ensuring that ongoing Rohini Project, security, electricity, house keeping and essential financial services are maintained by respective staff.

While working from home, all the 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.

This is applicable to contractual staff also, working under the respective supervisory control to work from home and report in office on duty, if called for in case of exigency of work.

All Course coordinators should inform the registered candidates for the respective courses about the postponement of course starting dates through website/email etc.

Hostel warden and security should ensure that no new inmates or the inmates who had already left the hostels of the Centre not to enter Hostel/Centre until further intimation and all inmates of Campus II Hostels should be shifted to Campus I Hostels immediately as decided in the Special Group Head meeting on 23 Mar 2020. Campus II Hostels should be closed immediately and only one security to remain there for protecting the assets of the Centre/inmates.

The courier/parcels/letters to the Centre/Staff should be collected by the Security to be kept at gate (nearby cabin) and intimation to be given to the concerned until further orders.

The deployment of security/house keeping staff at the Campus I may be done as per the usual practice followed as on Saturdays at the Centre.


संयुक्त निदेशक (वि & ले)
JOINT DIRECTOR (F&A)

To
All Staff Members