

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

सं.3(9)/11/स्थापना
No. 3(9)/11/Estt.

20 मई 2020
May 20, 2020


कार्यालय ज्ञापन सं.15/ OFFICE MEMORANDUM No.15

Further to our OM No. 12 dated 2nd May 2020 and as per the Office Memorandum No. 11013/9/2014-Estt.A.III dated 18th May 2020, issued by Ministry of Personnel, Government of India, that the lockdown measures to contain the spread of COVID-19 shall continue for a period up to 31st May 2020 and has prescribed guidelines on the measures to be taken by various authorities for containment of COVID-19 in the country.

As per the prescribed OM, all officers of the level of Deputy Secretary and above shall attend office on all working days. Officers and staff below the level of Deputy Secretary shall ensure that 50% of them attend the office and observe staggered timings as per requirements. 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. Group Coordinators/Group Heads should note this and ensure completion of activities accordingly in connection with conduct of online courses, projects, services and other important functions. Duty roster prepared should be forwarded to Admin for records.

It is once again brought to the notice of all concerned that all should install the 'Aarogya Setu' App in their Mobile Phone as directed by Govt. of India for entering the Office and strictly comply with the guidelines issued by State/Central Government Authorities in this regard.

The above instructions shall be in force with immediate effect until further orders.


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

To

All Staff Members

Copy to : Office Memorandum File