



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under Ministry of HRD, Government of India, New Delhi)

JAMSHEDPUR (JHARKHAND) – 831014

Ref. No. NITJSR/REG/CD/2020-21/234

Date: 07.07.2020

NOTICE

In continuation of O.O. No. NITJSR/REG/CD/2020-21/232 dated 04/07/2020 and revised O.M No. 16-16/2020-U1A dated 06/07/2020 issued by the MHRD; it is hereby notified to all concerned for information and compliance:-

1. Previous instructions regarding “**Work from Home**” henceforth shall not apply to the officers, faculty and non-teaching staff who are involved in Examination/Evaluation/Admission work.
2. All HODs/ HOSs/ HOCs/PIs/ FICs etc. are further advised to prepare a Roster for their respective staff members in order to maintain the social distancing norms with 50% of strength to be present in the office at any time during office hours so that no urgent/ essential work remains pending/ unattended in their respective Deptt/ Division/ Section/ Centre/ Unit.
3. It has also been observed that many staff members have not provided their **Mobile No., what sap No. and E-mail address** to their respective HODs/ HOSs/ HOCs/PIs/ FICs which was mandatory for all as per the instructions issued earlier and the same has been viewed very seriously by the competent authority. All are requested to comply with these immediately and HODs/ HOSs/ HOCs/PIs/ FICs are requested to keep a record of the same and ensure that all the faculty members and non-teaching staff members are readily available to report to the Institute as and when required.
4. Staff members are further advised to immediately consult/ approach their respective HODs/ HOSs/ HOCs/PIs/ FICs and attend the office as per the roster arrangements in their respective Deptt./ division/ section/ unit etc.
5. Further; HODs/ HOSs/ HOCs/PIs/ FICs are requested to ensure that staff members working under them make their attendance in the Attendance Register regularly. Further staff members who have been allowed to work from home on a particular date should be recorded in the attendance register. The Attendance Register has to be countersigned by the respective HODs/ HOSs/ HOCs/PIs/ FICs on daily basis and the same has to be produced before the competent authority as and when required.

All other instructions of the previous notification shall continue to apply.

This is issued with approval of the Competent Authority.

Copy to:-

1. O/O the Director for information.
2. All HODs/HOCs/HOSs through email for wide circulation.
3. Webmaster- for uploading on the Institute's website.

Registrar (I/C)

7.7.2020

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