

Indian Institute of Information Technology , Bhopal – 462003

Dated: 25-03-2020

APPEAL

Subject: Donation of one day salary to PM relief fund.

The country is facing the unprecedented threat of COVID-19 virus since last 15 days. Our Institute has always stood up with citizens of the Nation during such emergency in the past. In this period of emergency I again request you to show your solidarity with Nation and contribute one day salary to PM relief fund. All faculty and staff members are requested to give their consent in attached format to respective HOD so that it is deducted from salary of March 2020. All HODs and Section Heads may send the list of faculty and staff who has given their consent latest by 26th March 2020.


Director 25/3/2020

All HODs, Centre I/c and Section Heads

Copy to (1) AR (A/C) for necessary action.

(2) Prof I/c website to upload on web site.

(3) Registrar

CONSENT

I hereby authorize the Institute to deduct one day salary from my salary of March 2020 to donate in PM relief fund (COVID-19)

1. Name of faculty / Staff :
2. Designation:
3. Name of Department:
4. Employee code:

Signature