

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY: BHOPAL

462003

(An Institute of National importance under Ministry of HRD, Govt. of India)

No. IIIT/Bpl/2020/45

Dated: 21/05/2020

**ORDER**

**Subject: Partial re-opening of Institute for physical attendance by staff members.**

The Competent Authority, after considering the guidelines of Ministry of Home Affairs and Bhopal District administration order dated 17<sup>th</sup> May 2020 (issued under Section 144 of CrPC 1973) has decided to implement following:

- (1) 33 % of Institute staff (faculty as well as non-faculty) are to attend Institute physically by rotation w.e.f. 22<sup>nd</sup> May 2020 effective till next order.
- (2) Concerned HOD/Section Heads are empowered to decide the employees rotation in their respective Department/Section based on Institute requirements subject to further directions of authorities. Heads of Departments/Sections engaged in providing crucial services will be free to allow attendance of more than 33 % if exigencies so require.
- (3) While deciding on staff members who require to attend office physically, preference should be given to those residing on campus and nearby areas. Those residing in containment areas are not to be allowed physical attendance.
- (4) Concerned HOD/Section Head will impress upon all concerned attending Institute to take utmost precaution and observe proper social distancing and sanitation. Directions/guidelines from National/State/District Administration on containment will be strictly followed by all concerned. Aarogya Setu app shall be installed and utilized by all concerned.
- (5) Outsourced and contract employee are also to attend as per above rotation subject to conditions mentioned above.
- (6) Those not attending office on any particular day as per rotation will continue to work from home.
- (7) Those still stranded outside Bhopal will continue to work through online modes.
- (8) All Heads are requested to plan accordingly the office/Institute work as per priorities and requirements laid down by Institute authorities.

  
22-5-2020  
Registrar

**All Deans, HODs & Section Heads**

- Copy to, 1) PIC Website, to ensure upload on Institute Website.  
2) Director, for kind information.