

Bipin Tripathi Kumaon Institute of Technology, Dwarahat

BTKIT/Office-Order/ 245 /2020

Dt. 08/06/2020

Office-Order

In reference to Uttarakhand Government vide letter No. 262/xxxi(15)G-04(सामा0)/2020 dated 29 May 2020 with revised guidelines & MHA (GoI) letter No. 40-3/2020-DM-I(A) dated 30th May, 2020 the offices are being opened from 09/06/2020 with the measures to be taken by the departments/sections for containment of COVID-19 in the offices and following guidelines for functioning of the Institute is issuing with immediate effect.

Guidelines for Administrative Functioning of Institute :

1. In compliance of the above all the Officers Group A & B that are required to attend the office with 100% attendance regularly with immediate effect by resuming back to their respective duties.
2. All Heads of the departments / Officer In-charges are requested to chalk-out roster plan of non-teaching/subordinate staff in their respective departments & sections and ensure the presence of staff upto 50% as per requirement on any given working day and the remaining officials /staff continue to work from home. A copy of the roster plan should be made available to the undersigned immediately.
3. However, possibility sanitation and security services may be made operational with 100% attendance by the respective in-charges for effective functioning of the Institute without any restrictions. Please ensure wearing of mask and gloves working in the said services is mandatory and should be provided by the respective Officer Incharges. Other staff should make their own arrangements.
4. The Institute main gate shall have thermal scanning & sanitisers for effective checking to contain the virus effectively.
5. The office order may also be treated as duty pass along with pass to be issued by the O I/c on the instruction of the undersigned & Registrar to be produced before the concerned authorities as when required allowing for attending the Government Duties. All teaching & Non-teaching staff including outsourcing staff required to carry their official identity card. No outsider is permitted during this lockdown.
6. Frequent Sanitization of entire work place, common facilities and all points which come into human contact examples door handles etc shall be ensured by the O I/c Sanitation.



7. All Officers Incharges /Non-Teaching employee are requested to use Arogya Setu App. Respective Heads/Incharges may ensure 100% coverage of this app among the employees.
8. Physical Meeting to be avoided and such meeting may be organized through teleconference, call and other trustworthy social networking sites.
9. All employees shall ensure social distancing at work places and during work and lunch timing.
10. All faculty/staff will follow the guidelines issued time to time by the Central Govt./State Govt./Local Administration.
11. Staff may inform about the suspected cases of COVID-19 in the campus and may please call the health centre immediately for check-up in order to refer them to hospital/Local Administration which are authorized to treat COVID-19 Patients.


Director

Copy to :

1. All HODs/Deans/O I/c/ Section Heads
2. PS to District Magistrate, Almora with request to facilitate for issuance of online curfew pass to the Officers & staff who apply for the same.
3. PS to SDM, Dwarahat
4. Officer I/c (Security)
5. Officer I/c Sanitation
6. Workshop Supdt.
7. O I/c CCFE
8. Librarian
9. All Sections
10. O I/c Website : to upload the above order in Institute website


Director