



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर  
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

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An Autonomous Institute under MHRD, Govt. of India.

**OFFICE ORDER**

**Imphal, the 23<sup>rd</sup> March 2020**

No.NITM.1/(7-Estt)/Order/2019 (Pt.)/ 72 In compliance with MHRD OM F.No.11013/9/2014-Estt (A-III), dated 20<sup>th</sup> March 2020 and other directives issued by MHRD for taking preventive measures to achieve 'social distancing' to contain the spread of COVID-19, the following decisions have been taken:

(i) All officials appointed as Consultants/ Re-engaged pensioners working in NIT Manipur and who are above 60 years of age will be allowed to work from home till 4<sup>th</sup> April 2020 or till further order whichever is earlier.

(ii) All contractual/ outsourced staff will also be allowed to attend office on rotational basis as has been allowed for Group B and C officials without deduction of any wages for their absence from work upto 4<sup>th</sup> April 2020. For outsourced staff, the agency will prepared a roster for all outsourced staff including security and housekeeping staff. It should be ensured that the service of only those essential staff may be utilised on rotational basis.

(iii) The Group B and C staff of the Institute should attend office as per the Roster prepared by their respective controlling officer.

(iv) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times to assist the administration. They should attend office if called for any exigency work.

(v) All Departments/ Sections shall remain closed except Establishment/ Administration/ Accounts/ Electrical and Network related staff. However, staff of other Departments / Sections will work from home under the guidance of the respective Head of Departments/ Sections.

(vi) These orders shall be applicable with immediate effect and will remain in force till 4<sup>th</sup> April 2020 or till further order whichever is earlier.

All faculty, staff and students are advised to visit Institute website regularly for any updates.

(Prof. Kh.Manglem Singh)  
Registrar (i/c)

Copy to:

- (i) PS to the Director for kind information of Director, NIT Manipur
- (ii) All Deans & HODs, NIT Manipur for infn. & n.a.
- (iii) All Assistant Registrars, NIT Manipur for infn. & n.a.
- (iv) Technical Officer for uploading in the website
- (v) Accounts Section
- (vi) Commander, ESS for compliance and n.a.
- (vii) Notice Boards