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Office of the Registrar  
Motilal Nehru National Institute of Technology Allahabad  
Prayagraj-211004 [India]

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No. /RO/2020-21

Dated: April, 2021

**NOTICE**

In view of the unprecedented upsurge in the COVID 19 positive cases in the country as well as in the District Prayagraj and with a view to take measures to contain its spread, the following is notified to all concerned for information and compliance:

1. Physical attendance of officers/staff upto the pay Level 11 and below including those on the Institute contract as well as those deployed through the outsourcing agency, be restricted to the maximum extent of 50% of the actual strength of officers/staff in each section.  
All officers/staff, who do not attend office on a particular day are to make themselves available on mobile phone and other electronic means of communication at all times from their residence and work from home.  
However, if required, the concerned Head of Department/Section In-charge may call any other staff to carry out the urgent time bound official tasks, for which the staff(s) concerned shall be required to report. This period, when an officer/staff was allowed to work from home on a particular day, shall be treated as on duty.
2. All faculty, non-faculty officers & staff, who are allowed to Work from Home on a particular day, must be available over telephone and other electronic means of communications at all times. All such persons should provide their contact details, i.e. mobile number, email id to their respective Head of the Department/Section. The mobile number so provided should always be switched at all times and picked up immediately, in case of any call from the Head of Department/Deans/Section In-charges or any other Officer from the Institute.
3. Their mobile phones must not be switched off at any time during this period. However, they should not leave the headquarter and attend the office, if called

for any exigency of work. If any faculty/staff is required to leave the headquarter, he/she shall take prior formal permission from the Director.

4. All Head of Departments/Deans/Section In-charges are requested to make arrangements so that all necessary information/data as asked by different offices, may please be provided on TOP PRIORITY within in the specified time limit.
5. All officers/staff shall follow staggered timings as under, to avoid over-crowding in offices:
  - i. 9.00 A.m. to 5.30 P.M.
  - ii. 9.30 A.M. to 6.00 P.M.
  - iii. 10.00 A.M. to 6.30 P.M.
6. All officers/staff, who attend office on particular day shall strictly follow Covid-appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent washing of hands with soap and water.
7. This notice shall not apply to staff/persons working in the following sections/offices, being regarded as essential/emergency services:
  - i. Civil & Electrical Works and Maintenance Sections including Water Supply
  - ii. Health Centre
  - iii. Executive Development Centre
  - iv. Telephone and Internet
  - v. Vehicle Section
  - vi. Examinations and allied services
  - vii. Cleaning and Sanitation Services including solid waste disposal
  - viii. Horticulture and Gardening Services
  - ix. Hostels where students are staying

The above Sections/Departments providing essential services shall operate with all precautionary measures as mentioned in the guidelines issued by the MHA/MHFW, Govt. of India from time to time.

8. All staff/persons of essential sectors attending offices are advised to ensure compliance of SOPs and make sure that follow guidelines issued by the Government of India/Institute periodically.  
The concerned Head of Sections/ Offices shall ensure that employees attending offices take all necessary precautionary measures and follow all the advisories
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& health guidelines issued by the Government of India/Government of U.P./District Administration from time to time. In addition to the advisories and precautionary measures notified by the Govt. of India/ Institute from time to time all concerned are also advised to take special care including for the following:

- i. Maintaining proper Physical Distance/Following Social distancing norms
- ii. Wearing of Face-masks at all the times.
- iii. Spitting in the Campus premises is strictly prohibited.
- iv. Installation of Aarogya Setu App on mobile phones
- v. Thermal scanning.
- vi. Hand-wash in regular intervals and use of Sanitizer.

9. Payment of salary to all non-faculty staff and wages to staff on contract & those deployed through outsourcing service provider for the above period shall be based on certification by the concerned Head of Department/Section

The situation shall be reviewed from time to time and updated on the basis of guidelines and instructions/orders received from the Government of India, Government of U.P. and the District Administration.

The above instructions shall apply with immediate effect and will be effective till April 30, 2021 or till further communications, whichever is earlier.

This issues with the approval of the competent authority.

**[Sarvesh K. Tiwari]**  
Registrar

No. /RO/2020-21

Dated: April, 2021

**Copy to:**

1. Director.
  2. All Heads/All Deans/P.T.P./Registrar.
  3. All Faculty In-Charges/All Officer In-Charges/All Section In-Charges.
  4. President, Students Activities Centre/Chief Proctor/Chief Warden/Warden In-charge Boys' Hostel/ Warden In-charge Girls' Hostel.
  5. Coordinators/Prof. In charges: All Central Facilities: Computer Centre/ Workshop/ Library/ Gymkhana/ Centre for Interdisciplinary Research.
  6. Librarian/ Medical Officer/ Executive Engineer [Civil]/ Executive Engineer [Electrical].
  7. Faculty In-charge, Computer Centre/ Associate Faculty In-charge, Computer Centre for circulating to all users through e-mail as well as publishing on the Institute Website under the link: <http://www.mnnit.ac.in/index.php/administration-notification>.
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8. All Assistant Registrars.
9. Guard File.

**[Sarvesh K. Tiwari]**  
Registrar

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