

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, CHENNAI

No. NIFT/Che/Circular/2020

22nd May, 2020

CIRCULAR

Sub: NIFT-Chennai – Roster for Staff Attendance – reg.

Ref: 1. The Office Memorandum issued by DoPT No.11013/9/2014-Estt.A – III dt.23-04-2020..

2. This Office Circular of even No. dated. 18th May, 2020

In pursuance of this office earlier circulars and in consideration of various instructions issued from time to time by GOI and NIFT, HO and also the decision taken in the LASC held on 15th May, 2020 regarding Roster for Attendance, the following is notified for information of all the staff members of NIFT, Chennai with immediate effect and until further orders:

1. The Ministry of Home Affairs (MHA) vide its order dated. 17th May, 2020 has extended the nationwide lockdown till 31st May, 2020 to contain spread of Coronavirus in the country and has issued the consolidated revised guidelines for strict compliance. As per these consolidated revised guidelines that 1/3rd of Officials/ staff below Deputy Secretary Level are being called to attend offices as per requirement in public interest.
2. Accordingly, the staff members below the levels indicated above shall attend the office as per the Roster attached.
3. It is once again reiterated that crowding in the offices may be avoided and safe social distancing norms may be maintained.

This is issued with the approval of Director.

Joint Director

Encl: Roaster of attendance

To:

1. All staff members as per attached Roaster of attendance
2. All CC's and Heads of Dept with a request to issue proper guidelines to their respective staff for optimum utilization of available working hours for dept and overall campus maintenance productively during the period.

Copy to:

- The Director, Chennai – for kind information please
- CAC, NIFT, Chennai
- Ms. K. Sunitha, Asso. Prof & Web Master with a request to host the same in NIFT, Chennai website.
- The Asst. Security Officer , NIFT, Chennai

