



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कन्नूर
National Institute of Fashion Technology, Kannur

NIFT/KNR/DIR/12552/6/Orders/Circular/2018

11th January, 2022

कार्यालय ज्ञापन / OFFICER MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (Covid-19) – Attendance of Central Government officials and suspension of biometric attendance- regarding.

Reference: - 1. MHA Order No. 40-3/2020-DM-I(A) dated 27th December and
2. OM No: 11013/9/204-Estt.A-III dated 03.01.2022 Government of India DOP&T
3. OM No: 1312(581)/NIFT/HO/Admin Dt: 05. 01.2022 NIFT, HO

Keeping in view the increasing cases of Covid-19 in Kannur District/ State as a precautionary measure to prevent any further spread of pandemic the matter regulating attendance has been reviewed as it has been decided as under,

It has been decided that 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared according by all the departments concerned for regular/long term employees/ outsource staff with staggered timings.

All officers of the level of Deputy Director & Above are to attend office on regular basis.

Those officers/ Staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times. No employee shall leave the Headquarters without permission of competent Authority.

Faculty members can work from home and take online classes, till further orders. Faculty members shall not leave their Headquarters and shall attend office on emergency basis, if required.

All Officers/ Staff have to ensure strict compliance with Covid- appropriate behaviour viz. frequently washing of hands/sanitization, wearing mask/face cover, observing social distancing at all times.

Further it will be reviewed from time to time as per directions from NIFT H.O/Central Govt./State Govt.

This is issued with the approval of the Competent Authority.

Sd/-
Dr. Bhaskaran K M
Joint Director

To
All Faculty/Officers/Staff (including outsource)
webmaster – for publication in the website
Copy To,
Director General, NIFT – For information please
Dean (Academic), Director (HO), CVO
All Campus Directors