



Memo No: GKCIET/5299

Date: 20.04.2020

NOTIFICATION

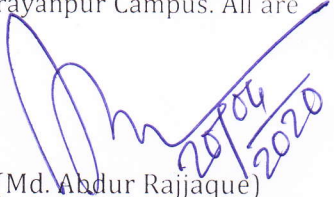
In compliance to the order issued by the Ministry to Home Affairs, Govt. of India; vide No. 40-3/2020-DM-I (A), dated 15.04.2020 and the letter issued from the Principal Secretary, Govt. of W.B, Dept. of Higher Education vide No: 08-Pr.Secy-HED/2020, 16.04.2020 and the compliance email dated 17.04.2020 from the Ministry of HRD, Govt. of India, it is to notify that the administrative, academic, financial, library activities and other emergency services like medical, security, engineering & maintenance and IT cell-internet activities (excluding teaching-learning activities) of GKCIET, Malda will be starting from 23.04.2020.

2. All HoDs/ HoS' /Officers and Deans are hereby urged to attend the department/office positively from 23.04.2020 as per working hours at GKCIET, Malda, Narayanpur Campus and start working with their co-worker/colleague/ assistant as per requirement by maintaining 33% of attendance of their assistant as mentioned in the guidelines at Sl. Number 18 of the above order of the Ministry of the Home Affairs.

3. The attendance of the attending employees shall be recorded/ maintained through Attendance Registers which are available in their Departments and Sections respectively.

4. All employees are also asked to wear their Institute Identity Card, wear mask full time and maintain social distancing with each other inside & outside the campus. It is also mentioned that the hand wash sanitizing stations are available at the main gate and the entrance of every buildings/block of GKCIET Narayanpur Campus. All are requested to sanitize themselves before entering the blocks.

This issues with the approval of the competent authority.


(Md. Abdur Rajjaque)
Asst. Registrar (A&E)

Copy to:

1. All employees (through official e-mail)
2. System Manager (through official e-mail) - for uploading on the Institute Website
3. The IC and SHO of Malda Police Station, Old Malda, (through e-mail) - for kind information and record.
4. Director, GKCIET, Malda (through e-mail) - for kind information Please
5. Chairman/BoG, GKCIET, Malda (through e-mail) - for kind information Please
6. File copy