



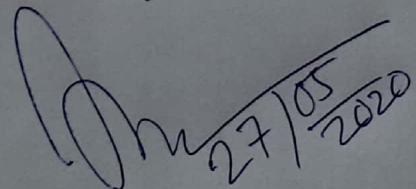
Memo No: GKCIET/ 5321

Date: 27.05.2020

Circular

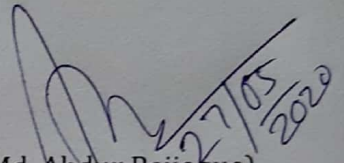
Based on the Order No. 40-3/2020-DM-I (A), dated 17.05.2020 issued by the Ministry of Home Affairs, Govt. of India and the guidelines issued by the Govt. of West Bengal vide memo No. 177-CS/2020, dated 18.05.2020 and several directives /guidelines/instructions issued by the Governments and other Agencies from time to time, it is hereby advised that, the following precautionary measures must be taken by the employees of GKCIET in order to prevent to spread out COVID-19.

1. All employees/visitor(s) entering the premises must clean their hands with Hand Wash/Hand Sanitizers installed at the main gate and the entrance of the every block of GKCIET Narayanpur campus before entering any of the Blocks/Buildings.
2. Keep safe distance from each other inside and outside the campus.
3. Wearing of Mask is compulsory inside and outside the campus.
4. Identity Card should be wear during the office hours.
5. Spitting in campus is strictly prohibited.
6. Smoking and taking Paan-masala, Gutka, Tobacco etc. inside the campus & offices is punishable act as per rule.
7. Every working day the thermal scanning is mandatory, which is available at the Director's Cell.
8. Regular sanitization/cleaning of the premises and the offices are mandatory by the cleaners/sweepers.
9. Every individual employee must install "Aarogyasetu App" on his/her mobile phones and keep vigilant himself/ herself on regular basis.
10. Keep communication with the Institute's Medical Officer (MO) for checking health condition, if necessary.
11. All employees at higher risks such as elderly employees, pregnant (women) employees, employees with poor medical conditions and employees suffering from major chronic ailments are advised to take proper care.
12. Throw used tissues and other things in close bins immediately after use.

  
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13. Be cautious from playing indoor/outdoor games and be away from gym-khana.
14. Employees should not move here & there inside the Campus in group wise and avoid taking tea/tiffin/food etc from out-side the Campus during office hours.
15. Every individual should use their own water bottle/ tiffin & lunch box inside the Campus.
16. If any employee feels problem related to respiratory system or flu/fever/influenza like symptom s/he must inform his/her controlling officer as well as Institute's MO immediately.
17. All employees should avoid to participate in any social/marital/funeral activities of their inhabiting area or elsewhere unless it is absolutely necessary.

This issues with the approval of the competent authority.

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

**Copy to:**

1. All employees of this institute (through official e-mail)
2. System Manager for uploading the same at Institute website
3. Director, GKCIET, Malda
4. File copy