



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)
लौंगोवाल, जिला संगरूर, पंजाब - 148106
Sant Longowal Institute of Engineering & Technology
(Deemed-to-be-University under Ministry of Human Resource Development, Government of India)
Longowal, Distt. Sangur, Punjab-148106

संदर्भ सं/ Ref. No. SLIET/ REG/7002

दिनांक /Date: 20-3-2020

CIRCULAR

In compliance to the Office Memorandum No. 11013/9/2014-Estt. (A-III) dated 19.03.2020 regarding preventive measures to contain COVID-19 (copy enclosed), all the Deans/HoDs/Section In-charges/Faculty In-charges are requested to follow the instructions, prepare rosters for deployment of 50% staff and send the rosters to the office of the Registrar by 21.03.2020 upto 5:00 PM. All Deans and HoD's can deploy the manpower in consultation with each other and prepare the rosters accordingly.

The staff who will not be on duty on any day will be available over phone and can be called to office any time whenever required. In no case, the phone number of any staff should be switched off. This roster will not be applicable to the manpower covered under essential services like security, housekeeping, maintenance staff etc.

This bears the approval of the competent authority.

Encl. As above.


(Ravinder Kumar)
Registrar 20/03/2020

Copy to :-

- 01 Director for kind information
- 02 All Deans/HoDs/Section In-charges/Faculty In-charges
- 03 Faculty In-charge (ACSS) - with the request to upload on the Institute website.

"Proud to be Part of Team SLIET"

Government of India
Ministry of Human Resource Development
Department of Higher Education

Shastri Bhawan, New Delhi

Dated: 20th March, 2020

To,

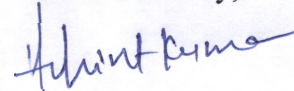
The Directors,
NITIE Mumbai, NIFFT Ranchi, NERIST Itanagar, SLIET Longowal,
CIT Kokrajhar, GKCIET Malda,
Board of Apprenticeship/ Practical Training,
BOATs/ BOPT- Mumbai, Kanpur, Chennai and Kanpur.

Subject: Preventive measures to contain the spread of COVID- 19- regarding

Sir (s),

Please find enclosed a copy of instructions issued by DoPT vide O.M No. 11013/9/ 2014-
Estt. (A-III) dated 19th March, 2020, on the above mentioned subject for information and strict
compliance.

Yours faithfully,



(Achint Kumar)

Under Secretary (TS VII)

Tel: 011-23070425.

Copy to:

1. PS to JS (Admin.)

No. 11013/9/2014-Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi-110001

Dated the 19th March, 2020

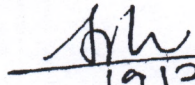
OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
 - (a) 9 AM to 5.30 PM
 - (b) 9.30 AM to 6 PM
 - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

- (iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (vi) These instructions **shall not apply** to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.
- (vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.


19/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT