



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय  
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA  
(An Institute of National Importance under MHRD)

Bijni Complex, Laitumkhrah, Shillong – 793003 (India)  
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Website: www.nitm.ac.in

No. NITMGH/ES/COVID-ROSTER/2021-22/2403

Date: 7.01.2022.

**NOTIFICATION**

In pursuance with OM.No F.No.11013/9/2014 – Estt.A.III dated 03.01.2022 issued by the Department of Personnel & Training, Ministry of Personnel, Public Grievance and Pensions, Government of India in order to prevent the possibility of an outbreak and spread of the Omicron variant of the COVID-19 virus in the Institute and as a precautionary measure to safeguard all the employees this is to notify that the Competent Authority has approved the following:

1.HoDs/HOOs/Section Heads shall prepare duty rosters with immediate effect till the 31.01.2022 for the Group C and Outsourced staff in each Department/ Centre/ Section and submit them to the Registrar's Office (Establishment Section) to notify the same.

2.Chairman, Medical and Covid-19 Response Committee, may be requested to provide necessary guidelines and advice to the Institute relating to the said matter and to instruct the EN Section to carry out sanitization of the whole campus as done earlier and to provide the items to sanitize the files, Registers and other documents in movement each day to all the Departments/Sections on need basis. In addition in the event of any employee(s) of any Department/Section get affected by COVID -19, the EN Section shall carryout the extra sanitization to such section as and when required.

It is further to notify that: -

1. All employees are once again advised to avoid non-essential travel.
2. Station Leave to all employees will not be granted during the period mentioned above.
3. Employees and students returning from outside the State shall strictly comply with the protocols notified by the Govt. of Meghalaya.
4. Employees are advised to visit the Institute website regularly for updates and further orders.

This issues with approval of the Competent Authority.

  
(B. N. Choudhury)  
Registrar

Copy to:

1. AR(DR), for kind information of the Director.
2. Head, CC for information and with a request to upload the notification on the website for wide dissemination to all employees and students.
3. All faculty and staff by email.