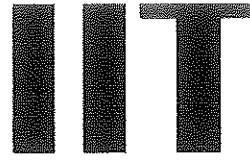




भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

कुलसचिव कार्यालय  
(सामान्य प्रशासन)

Office of the Registrar  
(General Administration)

Ref. No. IIT(BHU)/GAD/3(104)/Codiv-19/Gen/22/06

Date: 10.11.2020

**NOTICE**

**Subject: Regulation of leave during Lockdown period due to pandemic (COVID-19)- reg.**

As per the notifications dated 19.04.20, 06.05.20, 01.06.20, 02.06.20, 03.06.20, 12.06.20, 07.07.20, 12.07.20, 19.07.20, 06.08.20, 01.09.20, 07.10.20 & ref. No. IIT(BHU)/GAD/3(104)/Covid-19/Gen/18739 dated 03.07.20 circulated by e-mail regarding Corona virus (Covid-19) by the Institute instructions for attending offices/work for non-faculty employees were as follows:

Name of Month	Directive for employees
April/ May, 2020	Non-teaching members were required to attend office for emergency administrative/financial activities and Institute was closed.
June, 2020	All Group 'A' officers were required to attend the office and 'B' & 'C' group employees and other categories were to be called in atleast 50% strength as per roster.
July/August, 2020	Institute was closed and staff were permitted to work from home.
September, 2020	All Groups 'A' officers were required to attend the office and 50% 'B' & 'C' and other categories as per roster.
October, 2020	All the office are open and running on all working days from 9.30 am to 6.00 pm.

In view of the aforesaid points, when Group 'A' officers were required to attend office in June, September & October, 2020, the absence for any reason (including COVID-19) may be regulated by appropriate leave.

Similarly, when 50% strength of Group 'B' & 'C' staff & others were required to attend the office, the absence may be regulated by appropriate leave.

However for vulnerable group of employees, Govt. of India instructions may be followed.

  
Joint Registrar (Admin.)

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