



RTC INSTITUTE OF TECHNOLOGY
(Approved by AICTE, New Delhi and Affiliated to Jharkhand University of
Technology, Ranchi)
Anandi, Ormanjhi, Ranchi – 835219, Jharkhand

Ref.: RTCIT/P/417/2020

Date: 31/05/2020

OFFICE ORDER

Sub.: Institute Closure and Working from Home to Contain COVID-19

This is in reference to the order no. 40-3/2020-DM-I(A) dated 30/05/2020, issued by Ministry of Home Affairs for extension of lockdown/phased re-opening from 1/06/2020 to 30/06/2020. The closure of the Institute will continue till further order. **The arrangements for working from home for teaching staff will continue as per earlier orders and guidelines provided from time to time.** The reporting of Work Plan and its compliance will continue in file shared to respective faculty members in Google Drive.

Security Staff will continue their Institute Duty as per regular duty. Security I/c will provide the duty roster. Electrical Maintenance staff will provide necessary support as per need.

All employees are advised not to leave station without permission from Principal. They are also advised to obey Gov. Orders/ Rules to deal with COVID-19. In case of any change, the same will be communicated in due course.

(Dr.T.K. Das)
Principal, RTCIT

Distribution:

1. Notice Boards (DiGi-MEDiA)
2. E-mails (Institute, AD, Dean, HoDs)
3. Website