



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: 11/06/2020

OFFICE ORDER

Sub.: Joining to office duty by non-teaching staff

This is in reference to the closure of Institute from 25/03/2020 to 8/06/2020 due to nation-wide lockdown and its partial opening since 9/06/2020. Among non-teaching staff, some are on regular duty even during the institute closure and now other non-teaching staffs are required to come to duty from 15/06/2020 as per their duty roaster. Concerned In-charges/supervisors will prepare duty roaster with a duty for minimum 3-days per week depending upon the job requirement and communicate to the concerned.

All on-duty shall follow the guidelines (Ref.RTCIT/P/417/2020, dated 8/06/2020).

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

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