



**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: 31/07/2020

**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-1(A) dated 29/07/2020, issued by Ministry of Home Affairs in its Guidelines for phased reopening (Unlock 3). Our Institute will remain closed till 31/08/2020. **The arrangements for working from home for teaching staff will continue as per earlier orders and guidelines provided from time to time.** The emergency activities will continue and concerned employees will visit institute as per requirement. 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 roster. 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