

NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA-136119

No.Gen.-/ 1549

Dated: 06/05/2020

NOTIFICATION

Subject: Preventive measures to contain the spread of COVID-19.

The Institute has devised a proforma to record the Travel/Stay history of the staff (Teaching and Non-Teaching) for the period when they were away from the Institute due to lockdown, so that necessary precautions may be taken in specific cases, if required. The concerned staff (Teaching and Non-Teaching) is required to fill his/her travel history for the period when he/she was away from the Institute due to lockdown in the proforma at the time of joining or reporting at the Headquarter (Institute).

All concerned are required to visit the Institute website regularly for further updates.

This issues with the approval of the competent authority.



Registrar Incharge

Encl: As above

Copy to:-

1. All Deans.
2. Heads of all the Departments/Coordinator of All Schools.
3. Heads of all Sections.
4. Prof.-in-Charge (CCN).
5. Prof.-in-Charge (Public Relations).
6. Chief Wardens/Deputy Chief Wardens/Wardens (Boys and Girls).
7. Senior Medical Officer, Health Centre.
8. Security Officer.
9. Private Secretary to Registrar.
10. Private Secretary to Director for kind information of the Director.

**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
KURUKSHETRA-136119**

**PROFORMA TO RECORD THE TRAVEL / STAY HISTORY OF THE STAFF
(TEACHING & NON-TEACHING) FOR THE PERIOD WHEN THEY WERE AWAY
FROM THE INSTITUTE DUE TO LOCKDOWN**

Name and Designation :

Department / Section :

Period away from Headquarter : Days From To

Station Leave Sanctioned : YES or NO

If YES, enclose copy

If NO, Reason thereof

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Address :

(when out of station)

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Mobile No. :

Date of Joining/Reporting at the Headquarter (Institute) :

Date:

Signature of the Employee

Report of the SMO / MO, NIT Health Centre

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Signature of the SMO/MO with date

Comments / directions of the Sanctioning Authority in view of the information above

Signature of the Sanction Authority with date