



SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY SURAT

No. SVNIT/Acad/2020

Date: 22nd March 2020

NOTICE

Sub: Mode of working arrangement for daily wagger and outsourced employees including those involved in essential services- regarding

In continuation of earlier notice vide even number dated 22.03.2020, the following instructions are issued:

1. The Institute daily wagers and outsourced employees of the institute are required to work from home except those involved in essential services.
2. Such employees working from home are required to intimate respective HODs and take approval for work from home. These employees should provide their complete details including phone no, email id, address etc to the respective HOD and should always be available on phone and electronic means of communication at all times. If required, such persons should attend office if called for, in case of any exigencies of work by the respective Departmental/ Sectional Head.
3. The Head of Departments may draw up a Roster of Staff who are required to render essential services within each Department for each day.
4. The essential services viz. security, sanitation, water supply, electric maintenance, dispensary, internet, hostel & mess services etc. will run on routine basis.

The Dean (P&D), In-charge Computer Center, CMO and Wardens may call appropriate number of staff required for water supply, Electric supply, Internet, dispensary and mess services etc.

5. The employees who would be coming from outside has to take utmost care for themselves for hygiene before entering into the campus and make themselves disinfectant using the sanitizer kept at the security office. Such employees are advised to avoid using public transport system including train/bus/rickshaw etc. and should come through only their own vehicles only. They are advised to carry their identity card while coming to the institute. The employees having any fever, cold-cough need not to come inside the SVNIT Surat campus.
6. While working from home all employees are required to stay at home and come onlyif they are called for basic services while strictly following the social distancing guidelines issued by GOI.

(Dr. Pramod Mathur)
REGISTRAR

CC: Director/ Dy Director/ Registrar/All Deans/
Chief Hostel Wardens/ CMO/ All Employees/ Students/
Notice Board