



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर  
Indian Institute of Technology Bhubaneswar  
Argul, Bhubaneswar – 752050

Date: 30.09.2020

**Administrative Notification No. 217/2020**

It has come to the notice of the Competent Authority that some of the functionaries of the Institute holding responsible Administrative positions are often absenting themselves from their duties without any prior intimation and approval thereof citing the pandemic situation, though the Institute mandated the attendance of all the Faculty and all the Officers at the Level -12 and above at 100% (and the rest at 50% as per the roster of the concerned school/section).

The Competent Authority has viewed the above disorder very seriously and in case of the important functionaries who are supposed to be an example for others. As per the directions and to maintain accountability in day to day activities and in attendance of the employees, the following directives are circulated among all the employees for perusal and strict compliance:

1. All the employees having symptoms of Fever, SARI/ILI (Severe Acute Respiratory Infection/ Influenza-like illness) should immediately inform the same to the Medical Officer I/c (Medical Unit) for advice, under intimation to the concerned Head of the School/Section, and not attend the office and apply for leave, as due and admissible, unless otherwise advised by the Medical Unit.
2. Any Employee residing in the residential areas notified as containment zones by the Govt. of Odisha should immediately intimate the same to their concerned Head of the School/Section and the Medical Officer I/c with a proof of such notification. The period of such absence will be treated as Quarantine Leave subject to recommendations of the Medical Officer I/c, on case to case basis.
3. The period of absence of all the direct and high-risk contacts in family and workplace of confirmed positive cases will be treated as Quarantine Leave in case such Quarantine is advised by the Medical Officer I/c of the Institute.
4. The Employees not covered under above and remain absent to the duties in person should apply for leave as due and admissible otherwise such absence will be treated as unauthorized absence, which also attracts the disciplinary action as deemed fit.
5. In all the cases of Medical leave (ref. Para-1), Employee should produce a Medical certificate from the Medical Officer I/c or any Authorized Medical Practitioner to avail the leave under Medical grounds.
6. In all the cases of Quarantine Leave, Employee should produce a Medical certificate from the Medical Officer I/c of the Institute explicitly mentioning the number of days suggested for such quarantining.

  
Registrar

**Annexure -A to**  
**(Administrative Notification No. 217/2020 dated 30.09.2020)**

The rules position related to Quarantine Leave as defined under para-25 of the Schedule -E of the Institute's Statutes is produced hereunder for information:

- Quarantine Leave is granted when a member of staff is precluded under orders of the competent medical authority from attending office in consequence of an infectious disease in his family or household. Such leave can be granted only on the certificate of a medical or public health officer. Maximum duration of Quarantine leave is ordinarily twenty one days and may be extended up to thirty days in exceptional circumstances. Any absence beyond these limits has to be treated as regular leave. A member of staff on Quarantine leave is not treated as absent from duty and his pay is not interrupted.
- Quarantine leave is not admissible if the member of staff himself is suffering from an infectious disease