



Department of Chemistry
रसायनिकी विभाग
Indian Institute of Technology Guwahati
भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
Guwahati – 781 039, Assam, India
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Office of the
Department of
Chemistry

संदर्भ/Ref.:CHM/OO/2021/07

दिनांक/Date:24/09/2021

OFFICE ORDER

Subject: Discontinuation of Biometric Attendance and Office Entry Restriction.

In pursuance to the Covid Protocol to be followed by the Department, the following procedures need to be strictly adhered to with regards to the subject cited above.

Discontinuation of Biometric Attendance:- As already mentioned in the email to Research Scholars on 21st September, 2021, to curb the threat of Covid infection, the Department has decided to introduce the Monthly Attendance Slip against Biometric System for marking the Attendance of the PhD. Research Scholars.

Attendance Slip has already been supplied to each Lab wherein the Research Scholars need to sign every day. These respective attendance slips needs to reach the Department within 21st of the next month after taking signature from the respective Supervisor in hard copy.

Office Entry Restriction:-

No Students or visitors are allowed entry inside the Chemistry office.

All the official documents requiring HoD's signature should be kept in the **INCOMING DROP BOX**, placed at the entry door of the Chemistry Office.

As per Covid Protocol, all documents will be collected and processed by the concerned officials after 24 hours.

No special requests like **URGENT** will be entertained. In case of immediate requirement the documents should be kept in the DROP BOX sufficiently ahead of time to meet the specified norms.

However, they may contact through phone or emails for any queries.

This order shall be applicable with immediate effect & shall be in force until further orders.


Head, Department of Chemistry

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