



No: Admn-Estt/82/2018-KSITM **H 67**

Dated: 08/05/2020

**CIRCULAR**

In view of the current situation of Covid-19, all KSITM Employees are requested to strictly adhered to the following instructions:

- All staffs should compulsorily wear masks while inside the office.
- Maintain social distancing as much as possible
- Use sanitizer every time you enter the office.
- Use hand wash as frequent as possible.
- Keep your place clean and neat.
- Always occupy your own space, avoid roaming around within the office and don't occupy others seats inside the office.
- Do not assemble within the office.
- Use the extension nos for communication, rather than going to the seats.
- Manage the lunch timings with minimum no of staffs at the pantry.

**DIRECTOR**

To:

All Employees, KSITM