



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार  
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Deemed to be University, MHRD, Govt. of India  
Kokrajhar, BTAD, Assam 783370

[www.cit.ac.in](http://www.cit.ac.in)

No.CITK/Admin/1271/2016/183

Date:06/08/2020.

**OFFICE ORDER**

This is in continuation to the earlier notifications/orders (1) No. CITK / Estt / Misc / 407 / 2020 / 106, dt.06/ 07 / 2020, (2) No. CITK / Admin / 1271 / 2016 / 163, dt.04 /08 / 2020 and (3) No. CITK / Admin /1271/2016/164, dt.04/08/2020, herein all staff members including JTS need to mark their presence in office with biometric attendance or signing at the section heads office whichever is appropriate ; otherwise absence in office unless affected by lockdown measures specifically or medical related reasons, would be considered as leave against leave account.

HoDs are requested to give justification for all faculty members present in the departments or doing work from home (in station) when required by the institute authority for maintaining records.

All HoDs and Section Heads are requested to submit the status report along with proper documents.

This is being circulated with the approval of the Director.

(Ms. Chaitali Brahma)  
Registrar, CIT, Kokrajhar  
E-mail: [registrar@cit.ac.in](mailto:registrar@cit.ac.in)

**Copy for information to:-**

1. The Director, CIT Kokrajhar.
2. The Deans, CIT Kokrajhar.
3. All HoDs/Section Heads, CIT Kokrajhar for necessary action.
4. All Employee of CIT Kokrajhar.
5. Upload on the Institute Website.