



# भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर Indian Institute of Technology Bhubaneswar

F. No.2- 6/ 2015-Estt./373

Date 25-10- 2017

## कार्यालय आदेश / OFFICE ORDER

The undersigned is directed to convey the following decisions on the policy of allotment of Guest House taken in the 45<sup>th</sup> Heads & Deans meeting held on 12<sup>th</sup> October 2017.

1. All the new joinees in the Institute may be allowed Guest House accommodation up to three days free of cost (lodging only). Such communication will come from office of the Dean Faculty and Registry, as the case may be.
2. Such employee may be permitted to stay for another eleven (11) days (maximum) on payment basis in case so applied. Allotment for those days shall be made by PIC (Guest House) on receipt of the recommendation from their respective Heads.
3. Any employee desired to stay beyond two weeks (14 days) shall have to get approval from the Competent Authority.

Assistant Registrar (Estt.)

### Copy to:

1. All Deans/ Heads of School
2. All PICs/ Chairmen
3. President Student Gymkhana
4. PIC, Web – for web publicity
5. Joint Registrar (F&A)
6. Superintending Engineer (Civil)
7. Deputy Librarian
8. Career Development and Placement Officer/ Student Counsellor
9. All Assistant Registrars/ OSDs/ CSO
10. Secretary to Director/ Registrar
11. Office Order File