**अखिल भारतीय वाक श्रवण संस्थान, मैसूरू -06**

**All India Institute of Speech and Hearing, Mysuru-06**

**पुस्तकालय वं सूचना केन्द्र**

**Library and Information Centre**

SH/LIC/2019-20 दिनांक/Date:23/03/2020

निदेशकको प्रस्तुत/Submitted to the Director:

विषय/Sub: Preventive measures to contain spread of Covid 19 virus-work arrangement-reg.

 संदर्भ/Ref: 1. SH/AO/Gen/2019-2020 dated 16.03.2020.

 2. DoPT OM F. No. 11013/9/2014-Esst.A.III, dated 16/17.03.2020. 19.03.2020 and 22.03.2020

Respected Madam,

 With reference to the above, time-bound tasks have been assigned to each of the professional staff and the Assistant Grade –III on rotation basis on alternate days till 31st March 2020. Also, one house-keeping staff / MTS each has been deputed to assist them in time-bound tasks. In addition, tasks have been assigned to the professional staff and the assistant grade –III for work from home. The details are enclosed herewith.

In this regard, permission may kindly be given to restrict the functioning of the library to the regular working hours of the Institute i.e. from 9.00 AM to 5.30 PM and to keep the Section closed on Saturdays till 31st March 2020 considering the fact that library being the central facility attracts gathering of people.

 Thank you,

Yours faithfully,

 पुस्तकालय वं सूचना अधिकारी

Library and Information Officer