

# TECHNO INTERNATIONAL BATANAGAR

Date: 19<sup>th</sup> May 2020


Ref. No.: TIB/ADMIN/CIRCULAR/2020/06

## CIRCULAR

In view of the forthcoming “**Super Cyclone – Amphan**” which is predicted to hit the South 24 Parganas on 19<sup>th</sup> to 20<sup>th</sup> May 2020, the following precautionary measures have been adopted.

- i. The Project and Maintenance department has been instructed to take necessary measures for Safety and Security of the Academic and Administrative Building, Workshop, Canteen, Power House and Incomplete Building structure.
- ii. The Administrative Department will be functional on work from home mode on 20<sup>th</sup> & 21<sup>st</sup> May 2020.
- iii. The main gates of the Institute will remain shut for 20<sup>th</sup> & 21<sup>st</sup> May 2020 except of some emergency situations.
- iv. The Canteen will not be functional on 20<sup>th</sup> & 21<sup>st</sup> May 2020.
- v. Depending on the situations the Administrative Department will resume to its on sight duty from 22<sup>nd</sup> May 2020.
- vi. The Security is put on high Alert and are instructed to inform of any emergency situations arising out of Amphan Cyclone to Mr. Partha Sarathi Dasgupta, Project Coordinator.

This is for necessary action and needful.

  
Prof. (Dr.) Ankur Ganguly  
Principal

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Cc:

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