



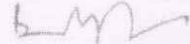
भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No. Estt / 461 / 2018 dated August 17, 2018

**Sub: Half-day holiday on 17<sup>th</sup> August, 2018- Demise of Shri Atal Bihari Vajpayee, Former Prime Minister of India**

The undersigned is to convey that in pursuance to the Govt. of India, Ministry of Personnel, DoPT, Office Memorandum F.No.12/2/2007-JCA2 dated 16<sup>th</sup> August 2018, the Institute will observe half-day holiday on today, the 17<sup>th</sup> August 2018. Afternoon to pay homage to former Prime Minister of India Late Shri Atal Bihari Vajpayee.

All are requested to observe a Two-Minute silence with prayers at 11.00 AM in the respective places at Classrooms, Departments, Centres, Schools, Sections, Units etc wherever possible in a convenient manner as communicated by the Director through email of 17<sup>th</sup> August, 2018 and appropriate ambience in the memory of the departed soul.

  
कुलसचिव / Registrar

To

1. All Deans
2. All Head of the Departments/ Centres / Schools / Sections / Units
3. All Chairmen/ Chairpersons / Professors-in-Charge
4. Chairman, Hall Management Centre
5. Head, Computer & Informatics Centre – *with a request for gmail circulation*
6. Librarian, Central Library
7. Head, B.C. Roy Technology Hospital
8. President/Vice-President, Technology Students' Gymkhana
9. All Wardens / Assistant Wardens, Halls of Residence
10. Chief Engineer/All Superintending Engineers
11. Joint Registrar (S&P)
12. All Senior Executive Engineers / Executive Engineers / Engineers
13. All Deputy Registrars
14. Assistant Registrars / Executive Officers
15. Security Officer
16. General Secretary, IITTA/IITEU/TEAK/SCST-EA
17. Secretary to Director
18. Secretary, Deputy Director's Office
19. Secretary, Registrar's Office
20. Office Order File

*HMC Website*  
*All wardens*  
*Lipal 17/8/18*