

NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
KOLKATA  
Block-FC, Sector-III, Salt Lake City, Kolkata-700 106

Ref: NITTTR-K/E/PM CARES FUND/2020-21/001

07<sup>th</sup> April 2020

**OFFICE ORDER NO. 001 OF 2020-21**

An appeal has been made by the Director (Administration), Ministry of Human Resources and Development, Government of India vide its communication dated 30<sup>th</sup> March 2020 issued under Reference No. A-44011/11/2020-E-IV in connection with donation of one-day salary by all employees of Ministry of HRD, its attached offices and autonomous bodies to 'Prime Minister's Citizen Assistance and Relief in Emergency Situation Fund' (PM CARES FUND). The said fund was created and set up to deal with any kind of distress situation like posed by the COVID-19 pandemic.

Consequent upon the above appeal and keeping in mind the need of the hour, it has been decided that one-day salary (prorate basic + DA) of all employees of the Institute to be donated to PM CARES FUND after deduction thereof from the salary bill of April 2020.

In view of the above and the prevailing condition, sanction is hereby accorded, in advance, to remit consolidated amount of ₹2,62,644/- (Rupees Two Lakhs Sixty Two Thousand and Six Hundred Forty Four only) in the form of single donation to PM Cares fund immediately.

The amount donated be hoisted in the Institute website.

  
(Phalguni Gupta)  
Director

Copy for necessary action to: -

1. All members of faculty and staff
2. Faculty in Charge, Accounts/Section Officer II (Accounts Section)
3. Nodal Officer Web Management Group

  
(Subir Basak)  
Senior Administrative Officer