



भारतीय विदेश व्यापार संस्थान  
मानित विश्वविद्यालय  
**INDIAN INSTITUTE OF FOREIGN TRADE**  
(DEEMED TO BE UNIVERSITY)



(AN AUTONOMOUS INSTITUTION OF MINISTRY OF COMMERCE & INDUSTRY)

बी-21, कतुब इन्स्टीट्यूशनल एरिया नई दिल्ली-110016  
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No. Reg. Off/05(1)/2020

17<sup>th</sup> June, 2021

**OFFICE ORDER**

**Sub: Re-opening of Institute in Phased Manner**

In continuation of Office Order No. Reg.Off/05(1)/2020 dated 8<sup>th</sup> June, 2021 and instructions issued vide Department of Personnel and Training (DoP&T) Office Memorandum No. F.No.11013/9/2014-Estt.A.III dated 14.06.2021, it has been decided that all faculty members and administrative/non-teaching staff (regular/contractual/outsourced) are required to comply with the following w.e.f. 21.6.2021:

- i. All faculty members and administrative / non-teaching staff (regular/contractual /outsourced) at the level of Section Officer and above must attend office on all working days.
- ii. All employees (regular/contractual/outsourced) below the level of Section Officer will attend the office with 50 % strength and remaining 50 % will work from home as per the roster of the concerned Division/Section/Department.
- iii. Persons with Disabilities and Pregnant women employees shall be exempted from attending office. However, they are required to work from home till further orders.
- iv. The faculty/officers/staff shall follow staggered timings to avoid over-crowding in the Institute as decided by the Heads of the Division/Department.
- v. Those attending office shall ensure their availability for at least six hours everyday and mark their bio-metric attendance on regular basis.
- vi. All employees of the Institute are directed to ensure strict compliance of instructions on Covid-19 appropriate behaviour issued by MHA, Ministry of Health & Family Welfare, DoP&T and various instructions issued by the Institute from time to time.

This issues with the approval of the Competent Authority.

(Dr. P.K. Gupta)  
Registrar

**All Faculty Members/Officers/Staff of the Institute (Delhi Campus)**

**Copy to:**

1. Centre Head (Kolkata Campus) – You may please implement similar measures at Kolkata Campus, if deemed appropriate, depending upon the local situation.
2. SM: for updation of this Office Order on the Institute's Website.
3. Hindi Officer- for issuance of order in Hindi.
4. PS to Director: for information of Director
5. All Notice Boards