



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, कुतुब इन्स्टीट्यूशनल एरिया नई दिल्ली-110016  
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No.Admn.10(24)/2020

January 16, 2022

**OFFICE ORDER**

**Sub: Preventive Measures to contain the spread of Novel Coronavirus (Covid-19) regarding**

In continuation of the directive issued by the Institute vide Office Order of even number dated 12.1.2022, in view of the prevailing Covid-19 situation in Delhi/NCR, it has been decided that Institute shall remain closed till 23.01.2022 (Sunday). All HoDs, faculty, officers and staff (regular/contractual) would be allowed to work from home. The faculty/officers/staff can be called in the Institute as and when any exigency arises. Employees should remain available on telephone and other electronic means of communication during this period.

All Essential/emergency Services in the Institute (IT, Security, Housekeeping, Medical, Electricity, Water & Other Maintenance Services) will remain operational.

This issues with the approval of the Competent Authority.

(P. Sakthivel)  
Senior Administrative Officer (Estt.)

**All Faculty Members/Officers/Employees of the Institute**

**Copy to:**

- Centre Head (Kolkata Campus): You may please implement similar measures at Kolkata.
- Head (Computer Centre): for updation of this Office Order on the Institute's Website.
- Hindi Officer: For issuance of orders in Hindi
- PS to Vice Chancellor: for information of Vice-Chancellor
- All Notice Boards