



बी-21, कुतुब इन्स्टीट्यूशनल एरिया नई दिल्ली-110016  
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No.Admn.10(24)/2020

January 4, 2022

**OFFICE ORDER**

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

In continuation of directives issued by the Institute from time to time to contain the spread of Covid-19 in the Institute, it has been decided to implement following measures in the Institute in pursuance of the guidelines issued by the Ministry of Home Affairs & DoP&T:

- (a) The Institute will function with 100 % strength of Heads of Divisions and all officers (at the level of Section Officer and above) on all working days.
- (b) The faculty members and research staff viz. Research Associates, Research Fellows etc. may opt to Work from Home (WFH) with the approval of concerned HoD/Dean, as applicable.
- (c) For employees working from home, the Transport Allowance will be regulated as per the O.M. No.Reg.Off/05(1)/2020 dated 7.4.2021.
- (d) The administrative staff (regular/contractual) below the level of Section Officer will attend the Office with 50 % strength and the remaining 50% staff will work from home as per the roster of the Division/Section/Department. The respective Division Heads/SOs/In-charge will forward the weekly roster for their Division/Section/Department to Establishment Division latest by Monday every week. While preparing roster for the Division/Section, it should also be ensured that presence of atleast one person per Division/Section is maintained everyday. Those attending office shall ensure their availability for atleast seven hours everyday.
- (e) Persons with Disabilities and Pregnant Women employees shall be exempted from attending office but are required to work from home.
- (f) All officers/staff residing in the containment zone shall be exempted from coming to office till the containment zone is denotified.
- (g) The administrative staff who will be allowed to work from home on roster basis will be required to login to the virtual section. The Section Officer/Section In-charge will create a virtual section on MS Teams and the employees/staff working from home will log in at 9.00 a.m. everyday and perform all assigned tasks. In case of any issues arising due to connectivity etc. they should report the same to their Section Officer/In-charge and remain available on telephone and other modes of communication. They may also be called for duty in the Institute as and when necessary.
- (h) The attendance of the employees/staff who will be attending the office physically as well as those who will be attending virtually (work from home) through MS Teams will be forwarded by the Section Officer/In-charge of the Section/Division to the Establishment Division after obtaining approval of the Head of concerned Section/Division latest by 11.00 a.m. everyday. The Establishment Division will compile the same and submit to the Registrar Office on daily basis.

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- (i) All employees who need to avail any kind of admissible leave must submit leave application to the Competent Authority for sanctioning before proceeding on leave.
- (j) The employees reported to be absent by their Divisions/Sections either on the rostered or WFH days would be liable to disciplinary action as per rules.
- (k) All outsourced staff including office boys will be managed by the concerned administrative divisions i.e. Gen Admin/E&M while ensuring that the minimum requirements of the concerned Sections/Divisions are met. All efforts to minimize their requirement must be made by all concerned.
- (l) Meetings, as far as possible, may continue to be conducted in online mode and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (m) Entry of the visitors in the campuses would be discouraged to the maximum extent. Routine entry of the visitors would be suspended with immediate effect. When absolutely necessary, only those visitors who have proper written request of the officer/staff they want to meet duly endorsed by the Head of concerned Division would only be allowed after being properly screened.
- (n) The Security Staff shall strictly implement all Covid-19 protocols at the entrance of the campus as per SOPs. Any violations must be reported to the SO (Gen Admin) on priority.
- (o) All essential/emergency services in the Institute (Medical, Security, Housekeeping, Electricity, Water & Other Maintenance Services) will remain operational.
- (p) All faculty/officers/staff of the Institute are directed to ensure strict compliance of instructions/SOPs issued by Govt. of India, MHA, DDMA, DoP&T and Institute from time to time, especially on covid appropriate behaviours.

The above instructions shall be in force with immediate effect till 31.01.2022.

This issues with the approval of the Competent Authority.

  
(Dr. P.K. Gupta)  
Registrar

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

**Copy to:**

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