



No. Admn.10(24)/2020

Dated: 4<sup>th</sup> February, 2022

**OFFICE ORDER**

**Sub: Re-opening of Institute on Regular Basis**

This is in continuation of Office Order No. Admn.10(24)/2020 dated 28.1.2022 . In view of considerable decline in Covid-19 caseload and also Guidelines of the DDMA, Government of NCT of Delhi, it has been decided that all the Divisions of the Institute shall function with 100% staff strength as per the official timings i.e. 9:00 AM to 5:30 PM with effect from 7.2.2022.

All the Faculty/Officers/Staff of the Institute are directed to ensure strict compliance with the instructions/SoPs issued by Govt. of India, MHA, DDMA and Institute from time to time.

All the employees are required to maintain Covid Appropriate Behavior viz. wearing of masks, maintain social distancing, regular hand washing and use of sanitizer, maintain health hygiene, no spitting etc. inside the Institute.

This issues with the approval of the Competent Authority.

(Gaurav Gulati)  
Dy. Registrar (P&GA)

**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 Vice Chancellor: for information of Vice Chancellor
- 5) All Notice Boards