



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 12, 2022

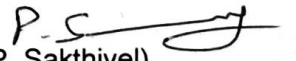
**OFFICE ORDER**

**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, in view of exponential increase in the cases of Covid-19 in Delhi/NCR, it has been decided to implement the following additional measures in the Institute with immediate effect:

- The Institute shall remain closed till 16.01.2022 (Sunday). All HoDs, faculty, officers and staff (regular/contractual) would be allowed to work from home. They will be considered on duty and 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.
- Directives issued regarding Work from Home modalities and attendance for administrative staff as enumerated in Office Order No. 10(24)/2020 dated 4.1.2022 shall continue to remain the same.
- All correspondence and files related to administrative and financial matters must be moved and approved digitally/on official mail only. However, all relevant documents required for such approvals must mandatorily be attached while processing these cases. Such approvals must be printed at the very first opportunity and hard copies must necessarily be filed appropriately.
- 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