



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.Reg.Off/05/2018

March 20, 2020

OFFICE ORDER

In accordance with the Order No."F51/DGHS/PH-IV/COVID-19/2020/M/prsecyhfw/2698-2712" dated 19.3.2020 issued by the Health and Family Welfare Department, Government of National Capital Territory of Delhi, following directions are hereby issued with immediate effect:

- (a) The Institute shall remain closed till 31.03.2020. Staff (Teaching and Non-Teaching) should work from home to the extent possible. They will be considered on duty and can be called in the Institute as and when any exigency arises. Staff should remain available on telephone and other electronic means of communication during this period.
- (b) Essential/emergency Services in the Institute (Security, Housekeeping, Electricity, Water & Other Maintenance Services) will remain operational.
- (c) Hostellers (including International Students), if any, are directed to leave for their hometowns at the earliest for their safety.

This issues with the approval of the Competent Authority.


(Dr. P.K. Gupta)
Registrar

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

Copy to:

1. Centre Head (Kolkata Campus)
2. SM: for updation of this Office Order on the Institute's Website.
3. PS to Director : for information of Director
4. All Notice Boards