



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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**OFFICE ORDER**

No. Reg. Off/05(1)/2020

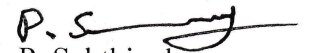
30<sup>th</sup> July, 2021

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

The Institute vide its Office Order No.Reg.Off/05(1)/2020 dated 17.06.2021 issued guidelines/instructions to all the employees (regular/contract/outsourced) for re-opening of the Institute in a phased manner in view of the improved public health situation in the NCT of Delhi. In the wake of considerable decline in Covid-19 caseload and also in view of the order of the DDMA, Government of NCT of Delhi vide No.F.2/07/2020/ptfile-III/457 dated 24.07.2021 allowing all activities except those which are specifically prohibited/ restricted, 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 02.08.2021.

All the employees are requested 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 and comply with the instructions of the DoP&T and Ministry of Health and Family Welfare issued in this regard.

This issues with the approval of the Competent Authority.

  
P. Sakthivel  
SAO (E)

All Faculty Members/Officers/Staff of the Institute

Copy to:

1. Centre Head (Kolkata): For issuance of similar orders based on the local guidelines issued by WBDMA/Govt of West Bengal.
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 Director: for information of Director
5. All Notice Boards