



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(1)/2020

10th March, 2021

OFFICE ORDER

In continuation of Office Order of even number dated 2.2.2021 and 25.2.2021, it has been decided that all faculty members would attend the office mandatorily on all working days for at least 7 hours w.e.f 15.3.2021. In order to enable faculty members to follow staggered timings, a relaxation of 1.5 hours has already been catered to. All faculty members will follow the measures related to social distancing and Covid-19 appropriate behaviour.

Faculty Members would also be required to follow Covid-19 guidelines issued by the Government of India and the SOPs issued by the Institute from time to time.

This issues with the approval of the Competent Authority.

(Dr. P.K. Gupta)
Registrar

All Faculty Members of the Institute

Copy to:

1. CH (Kolkata Campus)
2. SM: for updation of this Office Order on the Institute's Website
3. Hindi Officer- for issuance of orders in Hindi
4. PS to Director: for information of Director
5. All Notice Boards