



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

April 15, 2021

**OFFICE ORDER**

**Sub: Preventive Measures to contain the spread of Novel Coronavirus (Covid-19) regarding**

In continuation of directives issued by the Institute vide Office Order of even number dated 11.4.2021, in order to contain the spread of Covid-19 in the Institute due to exponential increase in cases of Covid-19 in Delhi/NCR, the following has been decided in pursuance of the guidelines issued by the Ministry of Home Affairs & advisory of Ministry of Health and Family Welfare:

- The administrative staff (regular/contractual) below the level of Section Officer may be allowed to work upto 33 % strength as per the requirement of the Section/Division which may be decided by the Head of the Division/Section. The remaining staff may be allowed to Work from Home on roster basis. However, they may also be called for duty in the Institute as and when necessary.
- Directives issued regarding Work from Home modalities for administrative staff as enumerated in Office Order of even number dated 11.4.2021 shall continue to remain the same.
- All outsourced staff including office boys will be managed by the concerned administrative divisions i.e. Gen. Admin/E&M while ensuring that the minimum requirements of the concerned Sections/Divisions are met. All efforts to minimize their requirement must be made by all concerned.
- As a precautionary measure, the Canteen of the Institute shall be closed with immediate effect until further orders.
- All faculty/officers/staff above the age of 45 years are again advised to get themselves vaccinated for Covid-19 along with their eligible family members. It has been decided to reimburse the cost of vaccination (Rs. 250/-) to all employees (regular/contractual/outsourced) on production of the certificate regarding administration of the second dose of vaccine.

This issues with the approval of the Competent Authority.

  
(Dr. P.K. Gupta)  
Registrar

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

**Copy to:**

- Centre Head (Kolkata Campus): You may please implement similar measures at Kolkata Campus.
- SM: for updation of this Office Order on the Institute's Website.
- PS to Director : for information of Director
- Hindi Officer: For issuance of orders in Hindi
- All Notice Boards