

**National Institute of Food Technology Entrepreneurship
and Management, Kundli (Sonapat)**

Date: 20.03.2020

Office Order

In compliance with the directions received from Deputy Commissioner, Sonapat vide Memo No, 3386-3407 dated 16.03.2020 and the directives of the Government of India to combat the spread of COVID-19 (Corona Virus), It has been decided to shut down the NIFTEM (for Teaching and Non-Teaching Staff) from 21st to 31st March, 2020. All officers/officials are required to stay & work from home and to avoid unnecessary contact during the closure. All the staff members will report to the NIFTEM as and when required. Nobody shall leave the headquarters without permission of the Competent Authority. The administrative, finance, purchase, IT departments will ensure need based staff as circulated by the DoPT. All the emergency services in NIFTEM shall remain functional, including dispensary, housekeeping, maintenance, security, horticulture and all the controlling officials to ensure the functioning of emergency services.

A committee of Registrar and all Deans is also constituted for the purpose of dealing with the emerging situation from time to time.

Following helpline no. will be functional for any exigency.

- | | | |
|-------------------------------|---|-----------------------|
| 1. Sonapat COVID Helpline No. | - | 8558893911 / 108 |
| 2. Dispensary | - | 8168004100 |
| 3. Dr. Karan Malhotra, MO | - | 9999513000 |
| 4. Sh. Vijender, Nurse (Male) | - | 8077667029/9680758683 |

This issues with the approval of the Competent Authority.


Registrar

Copy to:

- 1) Joint Secretary (Institutions), MoFPI, GoI
- 2) PS to Hon'ble Vice Chancellor
- 3) All teaching and non-teaching staff
- 4) Dispensary Staff
- 5) NIFTEM Website & Digital Notice Board
- 6) Concerned File/Guard File