

होटल प्रबन्ध व्यवस्था भोजन भण्डार एवं पौषाहार संस्थान, गुरदासपुर
INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION



बरियार, जी.टी. रोड, गुरदासपुर, पंजाब - 143521

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(An Autonomous body under Ministry of Tourism, Government of India)

(पर्यटन मंत्रालय भारत सरकार के अधीन स्वयत्तषासी निकाय)

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Ref No. IHM(G)/1176

Dated: 23-03-2020

OFFICE ORDER

You are aware that keeping in view the recent advisory and announcement by the Government in the wake of Corona Virus (COVID-19) infection the academic activities at the Institute has already been suspended till 31st March, 2020. Today, in accordance to the emergency meeting held by the undersigned with P. Lakhawat, HOD, Sudesh Sharma, AO, Mr. Anil Bhardwaj OS, Mr. Pardeep Singh, UDC and Mr. Muni Lal, Maintenance Foreman etc. following decisions were taken :-

In order to break the transmission chain of contagion of COVID-19, it is necessary to prevent / minimize close contact amongst all persons. Hence this is to inform all concerned faculty and staff members that due to various advisories issued & announcements made by both Central, State Government, NCHMCT etc., the Institute will remain non-functional and all of you except those providing essential services/items are advised to work from home with immediate effect till 31st March, 2020. All staff, faculty members must be available over telephone, social network, email and electronic means of communications at all times. Anyone who is called for exigency of work has to attend the office.

Essential services such as maintenance, security, housekeeping etc will function as per their schedule. Concerned staff/faculty who co-ordinate these services are advised to keep minimum essential man power as well as re-schedule their work, so that minimum staff be present in the campus to prevent spreading of disease. There will be no deduction of daily wages for the person during their respective period of work from home.

No staff / faculty is allowed to take any station leave permission during this period due to travel restrictions and advisories issued by the Government.

All staff and faculty serving in the vacation department shall continue to avail their respective vacation as envisaged in my earlier officer orders No. IHM(G)/1147 dated 17-03-2020 & IHM(G)/1175 dated 23-03-2020 .

1. All concerned by circulation
2. Admin Officer/Office Supdt./Accountant
3. Maintenance Foreman cum care taker
4. Security Supervisor
5. Concerned file
6. Institute web site.

Principal

23/3/20
23/3/20
23/3/20

13/03/20