

Office Order

In continuation to the previous office order, dated 22.03.2020, the following partially modified arrangement is implemented, up to March 31, 2020, for various shops/service providers in the campus:

1. The revised schedule for various shops selling essential commodities is given below:

SI#	Location of the Shop	Shop No.	Name / Activity of the Shop	Timing slots for open & close
1	Main Shopping Centre	4	Mahir General Store (Grocery Products)	8.00 AM to 2.00 PM
2		7-A	Suparsh General Store (Grocery Products)	2.00 PM to 8.00 PM
3		B-6	Vegetable & Fruits	2.00 PM to 8.00 PM
4		S-8	Campus-D (Milk & Dairy Products)	8.00 AM to 2.00 PM
5	New Shopping Centre	01	Campus-E (Grocery, Milk & Dairy Products)	2.00 PM to 8.00 PM
6	Type-2 Shopping Centre	C-2	Milk & Paneer (Milk & Dairy Products)	2.00 PM to 8.00 PM
7		C-3	General Store (Grocery & Milk Products)	2.00 PM to 8.00 PM
8		C-4	General Store (Grocery & Milk Products)	8.00 AM to 2.00 PM
9		C-5	Vegetable & Fruits	2.00 PM to 8.00 PM
10	Near Main Ground	01	Fruit & Juices	2.00 PM to 8.00 PM
11	Near Health Centre	Medical Store	Medical Store	24 hours
12	Petrol Pump	-	-	10.00 AM to 1.00 PM

2. On the request of RA hostel, the following shops are being added to operate till March 31st, 2020. Here, only packed food items are permitted for selling by the shopkeeper.

Location of the Shop	Shop No.	Name / Activity of the Shop	Timing slots for open & close
New SAC	03	Wazwan Food	11.00 AM to 9.00 PM
	05	Domino's Pizza	11.00 AM to 9.00 PM

3. Milkmen/Vendors (suppliers) who supply essential commodities will be allowed entry to move within the campus from 7.00 AM to 1.00 PM and 2.00 PM to 7.00 PM. Home delivery of milk/supplies by approved campus shops is also permitted during approved time slots.

4. Domestic help will be allowed to operate on the campus from 7.00 AM to 12.00 Noon and 3.00 PM to 6.30 PM. Domestic help residing in the institute servant quarters/out houses and with no symptoms are exempted from screening by the health center. However, all domestic help coming from outside the institute will be screened on daily basis by the health center.
5. All shops/services provider are advised to avoid the cash transaction and accept the payment through BHIM/UPI/Credit /Debit cards, etc. They must also ensure that shops are regularly cleaned/sanitized, and the support staff is healthy for work.
6. Institute Security will coordinate enforcing the above modified arrangement.
7. All other guidelines in this regard as mentioned in the earlier email (dated March 22, 2020) remain unchanged.

Onkar Dikshit