

Date: 04.05.2020

### Office Order

As per MHA notification (No.40-3/2020-DM-I (A) dated May 01, 2020, and based on an order issued by the Director, IIT Kanpur through an email dated 2.5.2020, the institute has decided that all essential services/shops\* (\*which were permitted vide office orders dated 11.04.2020 and 17.04.2020) in the campus (except non-essential services/shops) are permitted to remain open w.e.f. May 4, 2020, with the following conditions until further notice:

- All shops will be operating from 7.30 a.m. to 5.30 p.m.
- Wearing a mask by the shopkeepers and their support staff is mandatory.
- All vendors/service providers and their staff, maids, domestic help, and those coming from outside the campus will be allowed to operate only after screening and clearance from the HC/Security on daily basis.
- Home delivery by the security staff will be discontinued from 4th May. However, it can continue if the shops provide these services.
- Residents are allowed to go for shopping of grocery/vegetables and other essential items, etc., within the campus. On each shop, prospective buyers should use masks and stand in a queue, maintaining social distance and also on designated spots. Shopkeepers must regulate the number of persons entering the shop to ensure social distance.
- All vendors/service providers and their staff have been advised to have valid pass/permission issued by District Administration for supplying items such as grocery, vegetables and fruits, bread and milk, non-veg items inside the campus. Non-compliance with this will result in the withdrawal of permission to operate on the campus.
- Services of Big Bazaar and Big Basket will continue to operate as per our previous office order until the lockdown period.
- The authorized mobile vegetable and milk suppliers will continue to operate in the time slot announced by the DM office.

Institute Security will coordinate enforcing the above-modified arrangements.

Onkar Dikshit  
Dean, Administration