**INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**

**G V RAJA ROAD, KOVALAM, THIRUVANANTHAPURAM.**

**CIRCULAR**

**IHMCT /ADMIN/CIRCULAR: 18: 2020 Dated 23/03/2020**

To

**All Staff Permanent/ Outsourced /Contract**

As per the DoPT Order dated 22/03/2020 it has been decided to function the institute with minimum essential Staff Permanent/ Outsourced /Contract till 31st March 2020

Accordingly, all B, C & D Group staff, Contract & Outsourced are advised to stay back at home and must be available over Telephone and have to attend office if called for in case of exigencies of work.

* Maintenance staff (Outsourced): One Staff must be present on duty
* Security (Outsourced) to follow the Current Schedule.
* Admin Cum Accounts Officer to be present.

**Note**: If Government decide to Lockdown on account Covid-19 the Institute will remain closed.

**PRINCIPAL**