

Arun Jaitley National Institute of Financial Management
Sector-48, Pali Road, Faridabad - 121001

B-19011/24/2019/NIFM/Admn./Misc./ 26

Date: 19 March 2020

CIRCULAR

Subject: Measures at AJNIFM in view of COVID-19

Taking note of the Advisory issued by the Government of India in view of the spread of COVID-19 disease, the following instructions may be implemented:

1) Short-term programs (Management Development Programs)

The following programs have been cancelled/postponed, and fresh dates would be notified when the situation improves:

Sl. No.	Program	Status
1.	International Training Program on Budgeting, Accounting and Financial Management, 2 nd to 21 st March 2020.	The domestic part of the training (at NIFM) was carried out from 2 nd to 13 th March. The international segment (16 th to 20 th March at CSC, London) has been postponed.
2.	International Training Program on Budgeting, Accounting and Financial Management, 30 th March to 18 th April 2020.	Fully postponed
3.	GST program 18 th to 20 th March 2020.	Cancelled
4.	Public Procurement 23 rd to 27 th March 2020	Cancelled

In the current week (16th to 20th March) there are two other short term programs going on which will be completed:

- i) Advanced Procurement Course
- ii) Group of probationers of the Indian Statistical Service

2) Long term Programs

There are five such sets of classes that are going on:

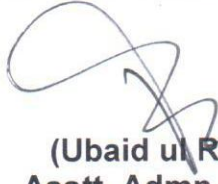
Sl. No.	Course	Status and Action to be taken by the respective Programme/Course Director
i)	Probationers Training Course (27 th PTC)	This being a fully residential course, short duration course, with exams for the first module to be held from 30 th March to 7 th April followed by Probationers of IRAS and IPTAFS returning to their parent cadres, classes are to continue.
ii)	PGDM (Finance) 2019-21	This being a long duration course, classes may be discontinued till 31 st March 2020. Compensatory classes may be scheduled subsequently.
iii)	PGDGAIA (one year diploma course for officers of CGA) 12 th Batch	This group is in the last stages of the course - they are doing their dissertation. Participants may work from home over their dissertation for the next two weeks.
iv)	PGDM (Financial Management) 2018-20	This group is also in the last stages of the course - they are doing their dissertation. Participants may work from home over their dissertation for the next two weeks.
v)	PGDM (Financial Management) 2019-21	This being a long duration course, classes may be discontinued till 31 st March 2020. Compensatory classes may be scheduled subsequently. They may be given home assignments now.

3. Apart from the above, the following action will be taken by the respective Faculty in Charge and the Officer in Charge:

- a. Sports Complex will remain closed till 31.03.2020.
- b. Sanitizers are to be provided at the reception of Office and Hostels, all sections, Secretariat of Faculty members, classrooms, mess, etc.
- c. Biometric Attendance is being suspended till 31.03.2020. However, all Officers/staff and contractual workers need to mark their attendance in morning and evening in the Attendance Register as was being done prior to AEBAS system.
- d. New Guests of participants will not be accommodated in the hostels for stay till 31.03.2020. No extension will be given to the existing guests. However, guest rooms will be made available for visiting faculty members as per extant rules.
- e. Faculty members/ Officers/Staff/residents of AJNIFM need to declare if any of their family members who are staying with them at present have travelled abroad in last one month. Any such member coming from abroad need to self-quarantine for 14 days.

f. All Officials of NIFM and participants are also requested to avoid unnecessary travel to the crowded places outside campus and use of public transport.

4. All Faculty Members/Officers/Staff/Contractual Workers need to attend office as per scheduled time.


(Ubaid ul Rahman)
Asstt. Admn. Officer
19/03/2020

Copy to:

1. All Faculty Members
2. All Officers/ Staff of NIFM
3. Participants of all long/ short term programmes
4. All 27th PTC Probationers
5. PS to Director
6. All Notice Boards
7. IT Section (for uploading on website)
8. Office Order File