



# ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)

Panch Marg, Off Yari Road, Versova,  
Andheri (West), Mumbai-400061

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F. No.11(3)2021/Estt.

Dated 22<sup>nd</sup> January, 2022

## CIRCULAR

As a part of preventive measures against the spread of COVID-19, the following precautionary measures are to be taken in the Students Welfare Committee:

1. All students should be strictly prohibited from leaving the campus without the permission of the Warden. The permission letter should be shown to the Security Personnel at the main gate and also departure & arrival details should be recorded in the Register maintained at the main gate.  
**(Action: Security Officer)**
2. Any students roaming without mask in the premises of CIFE will be penalized @50/- each at a time and the amount of penalty should be deducted from their fellowships.  
**(Action: Security Officer)**
3. A register should be maintained at the main gate by the Security Personnel to record the entry and exit details of students as well as names of the students found roaming in the campus without mask.  
**(Action: Security Officer)**
4. Students timing of work in the Institute to be restricted from morning 9.00 am to evening 6.00 pm  
**(Action: Academic Cell)**
5. Bulk groceries will be allowed in the hostel. Perishable items like milk, vegetables, fruits, fish and chicken should be allowed up the basement of the building only; other home delivery services should be restricted upto the main gate only from where the individuals can collect the same. Essentials & emergency items/ services like medicines, gas, repairs of electronic goods, etc. will be allowed after ensuring that they are healthy & fully vaccinated.  
**(Action: Wardens/ Security Officer)**
6. Maids are allowed only when they are fully vaccinated and in consultation with concerned employee of this Institute.  
**(Action: Security Officer)**
7. Indoor and outdoor sports are governed in accordance with the guidelines of BMC/ Govt. of Maharashtra issued from time to time.  
**(Action: Sports Incharge)**
8. Senior Officers meeting may be called to review the situation and to decide on continuation of the students in the hostel in view of steep rise in cases of COVID-19 infection.  
**(Action: Concerned Incharge)**
9. The AAO (Stores, Purchase & Audit) may procure essential items like Sanitizers disinfectant liquid in bulk and keep all essential items/ gadgets like sanitizers, liquid disinfectants, disinfectant sprays, spray pumps, gloves, masks, PPE kits, etc. in sufficient numbers to tackle any emergency situations.  
**(Action: AAO (Store, Purchase & Audit))**

This issues with the approval of the Director.

**(B. L. Kokkula)**  
**Sr. Administrative Officer**

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**Distribution:**

1. Director Cell/ Joint Director Cell
2. Dean/ Associate Dean
3. All Head of Divisions/ Incharges/ Sections/ Units/ Cells
4. Dr. N. S. Nagpure, PS & Chairman - COVID Preventive Committee
5. Dr. A. K. Jaiswar, PS & Vigilance Officer
6. Security Officer/ OIC, Job Contract Cell
7. Chief Warden/ Wardens/ Dy. Wardens – Boys & Girls Hostel
8. Dean – Students Welfare
9. CAO (SG)/ AO/ F&AO/ All AAOs/ AF&AO
10. AAO (Purchase)/ AAO (Store)
11. [Staff.hq@cife.edu.in](mailto:Staff.hq@cife.edu.in)
12. All Students of CIFE
13. Secretary, IJSC.
14. [webmaster@cife.edu.in](mailto:webmaster@cife.edu.in)
15. Guard file