



**NATIONAL MUSEUM INSTITUTE**  
OF HISTORY OF ART, CONSERVATION AND MUSEOLOGY  
(Deemed to be University)  
First Floor, National Museum Campus, Janpath, New Delhi-110011

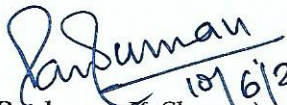
No. F. 6(11)/2020-NMI/-----  
10<sup>th</sup> June 2020

**Office Order**

Keeping in view of the COVID-19 Pandemic, the Ministry of Health and Family Welfare and Ministry of Home Affairs has been issuing guidelines from time to time. All the faculty, officers and staff of the National Museum Institute are advised to strictly follow the guidelines of Ministry of Health and Family Welfare as detailed below:

1. Only asymptomatic faculty/officers/staff shall be allowed to enter office premises. Information about the students' entry into the National Museum and NMI will be uploaded on the NMI website in the end of July, 2020.
2. All must get entry after thermal screening by the CISF at the entry gate of the National Museum.
3. Use of face covers/mask is mandatory. The face cover/mask always must be worn inside the office premises. All faculty/officers/staff to be allowed entry only if using face cover/masks.
4. All must maintain a minimum distance of 6 feet in public places/office as far as feasible.
5. Movement of faculty/officers/staff from their seat/office/room to other's seat without a valid reason or necessary work is prohibited.
6. Practice frequent hand washing with soap even when hands are not visibly dirty. Use of alcohol-based hand sanitizers can be made wherever feasible.
7. Installation & use of Aarogya Setu App by faculty/officers/staff is compulsory. Bluetooth and GPS of mobile should be on for better result of Aarogya Setu App.
8. Eating of Lunch in group or in other section is not allowed during the Pandemic condition.
9. Spitting inside the museum or NMI office area is strictly prohibited.
10. Self-monitoring of health by all and reporting any illness to be made at the earliest to the immediate reporting officer.
11. Any faculty/officer/staff residing in containment zone should inform the same to reporting officer and not attend the office till containment zone is de-notified. Such faculty/officers/staff will be permitted to work from home, and it will not be counted as leave period.
12. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/fixed elbow and disposing of used tissues properly.
13. Visitors/service providers with proper permission of the officer whom they want to meet, should be allowed after being properly screened.
14. All Dakhs from outside office to be received near the Main Entrance Gate of the National Museum and will be collected by the NMI staff member.
15. The housekeeping staff should wear proper security gadgets like Face Mask, Face Shield and Gloves as they have more movement. It is compulsory.

The Superintendent and store keeper to ensure proper sanitization of office spaces, disinfection of door handles, keys, chairs, tables, etc. regularly for which duty roster of concerned staff be prepared. Provision of hand sanitizer to be made near all entry of the offices/rooms.

  
(Dr Praduman K. Sharma)  
Registrar

**Distribution :**

All the faculty/officers/staff of the National Museum Institute

**Copy for information to:**

- 1.Sr. PS to CEO-DM&CS, Govt. of India for kind information of VC, NMI / CEO-DM&CS
- 2.Deputy Commandant, CISF, National Museum unit for information and necessary action