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Ref.No.: GJEPC/Circular\_COVID/2019-20

20<sup>th</sup> March, 2020

To,

**ALL MEMBERS OF THE COUNCIL**

Dear Members,

As you all aware that the world is fighting together against the COVID-19 pandemic which engulfed the entire world by now.

In accordance with the announcement made by Shri. Udhav Thackeray, Hon'ble Chief Minister of Maharashtra for compulsory closure of offices, shops etc. in Mumbai, we would like to inform you that the Council's Head Office at Mumbai will remain closed from 21<sup>st</sup> March to 31<sup>st</sup> March, 2020. All employees will work from home and we will continue to provide online support to the members.

However, the KP Office in Mumbai will remain open with 25% staff strength to support the import/export to serve the members outside of Maharashtra who may be importing rough diamonds.

This important decision has been taken by Council to keep people safe though we have implemented all such measures as advised by the WHO and the Indian Govt.

Our first priority is the continued safety of our employees and our Members. Public health officials continue to advise that social distancing is the most effective strategy to prevent the spread of COVID-19.

Our offices at Delhi, Chennai, Kolkata, Jaipur & Surat will continue to be open and work as usual till further orders.

We appreciate your support and understanding of this decision.

Thanking you,

With best regards,

SABYASACHI RAY  
EXECUTIVE DIRECTOR

रत्न तथा आभूषण निर्यात संवर्धन परिषद | The Gem & Jewellery Export Promotion Council

मुख्य कार्यालय: ए डब्ल्यू-1010, पहली मंजिल, टावर ए, भारत डायमंड बॉर्स, जी ब्लॉक, बांद्रा-कुर्ला कॉम्प्लेक्स, बांद्रा (पू), मुंबई-400 051. (भारत)  
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