

By Hand/Mail



भा. कृ. अनु. प. - केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान  
ICAR - Central Arid Zone Research Institute  
जोधपुर (राजस्थान) 342 003 / Jodhpur (Rajasthan) 342 003



F.No.7-26/2022/Adm-II/

Dated: 15.01.2022

**: OFFICE – ORDER :**

**Sub:- Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Attendance regarding.**

In pursuance of Office Memorandum No.11013/9/2014-Estt.A.III dated 03<sup>rd</sup> January, 2022 of Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi duly endorsed by the ICAR, New Delhi vide F.No.21-6/2021-CDN dated 04<sup>th</sup> January, 2022 vide which the Government has directed that for well being of Government employees and regulating attendance of employees in office. In view of this and for well-being of employees, it has been decided by the Competent Authority of ICAR-CAZRI, Jodhpur that the Institute and its RRS's will function/employees attend the office as per the instructions contained in the above OM. It has been decided that the attendance of Officers and other staff shall be regulated as follows:-

- All the Officers/Scientists at the level of Sr. Scientist and above, Senior Admn. Officer/Chief Finance & Accounts Officer and Chief Technical Officers shall attend office on all working days.
- For regulating the attendance of officers and staff below the level of Under Secretary, all Heads of the Department/Incharge of the Section shall prepare a roster so as to ensure that 50 percent of officers and staff attend office on every day. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.
- The officers/staff who are not attending office /residing in the containment zone, shall be exempted from coming to office till the containment zone is denotified. However they should inform their respective Head(s) of the Department/Section Incharge and will work from home and be available on electronic means of communication at all times.
- Persons with disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- All the Heads of the Department shall ensure that the National Directives for the Covid-19 management which include instructions issued for regular sanitization/cleaning of working place, maintenance of social distancing norms, wearing of masks etc are strictly complied with. It may also be strictly ensured that there is no crowding in corridors, canteen etc.
- Meetings as far as possible shall be conducted on video-conferencing and personal meetings with visitors unless absolutely necessary in public interest are to be avoided.

P.T.O.

- The above instructions shall be in force with immediate effect till 31<sup>st</sup> January, 2022. Bio-metric attendance shall continue to be suspended and physical attendance registers shall be maintained until further orders. The Head of the Department/Section Incharge may kindly ensure strict compliance of these instruction.
- All the concerned controlling authority are requested to issue roster office order to attend the office as per 50% attendance of staff.

This is issued with approval of the Director.

  
(RAMDEEN)

SENIOR ADMN. OFFICER

Distribution:-

1. The Head of Division-I/II/III/IV/V/VI/Rodent/IC-KVK-Jodhpur/Pali/Bhuj.
2. The Head, CAZRI-RRS-Pali/Bikaner/Jaisalmer/Kukma-Bhuj/Leh(UT).
3. The Chief Finance & Accounts Officer – (Audit-I/II/III).
4. The AAO-Adm-I/II/III/IV/V.
5. The Officer Incharge-PME/✓AKMU/Library/Maintenance/Security Section/Guest House/Hostel.
6. The Incharge-RM&SC Area – Kailana/Beri-Ganga/Bhopal Garh.
7. P.S. to Director/SAO-I& II.
8. The Under Secretary (NRM), ICAR, New Delhi.
9. Guard file.

 12/01/2021