



भा. कृ. अनु. प. - केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
ICAR - Central Arid Zone Research Institute
जोधपुर / Jodhpur (राजस्थान / Rajasthan) 342003



F.No. 5-105/Misc./Adm.I/

Dated: 21-03-2020

CIRCULAR

Kindly find enclosed herewith Office Memorandum No.11013/9/2014-Estt.A.III dated 19-03-2020 issued by the Department of Personnel and Training Ministry of Personnel, Public Grievances and Pension, Govt. of India, New Delhi, endorsed the same by the Council vide No.GAC-32-32/2020-CDN dated 19th March, 2020 regarding preventive measures to contain the spread of COVID 19.

All Head/Officer Incharge of Divisions/Sections/Unit/Centre for information and compliance as per instructions issued vide aforesaid O.M. dated 19-03-2020.

This issued with the approval of the Director, ICAR-CAZRI, Jodhpur.

CHIEF ADMINISTRATIVE OFFICER

Distribution:-

1. The HoDs of Division-I/II/III/IV/V/VI, Nodal Scientist (Rodent)
2. The Head, RRSSs, Pali/Bikaner/Jaisalmer/Bhuj/Leh, Head, KVKs, Jodhpur/Pali/Bhuj
3. The AO/AOs - I/ II (RTI&Legal) / III/IV/V/, CFAO/AFAOs - I/II/III
4. The I/cs RC&MS/AKMU/ITMU/Library/Farm Section/Security/Guest House/Hostel/Maintenance Unit/Kailana/Beriganga/Bhopalgarh Area.
5. The PS to Director/CAO for information.
6. The Officer Incharge, AKMU with the request kindly upload on the ICAR-CAZRI Website.

[Signature]
21/03/2020

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI

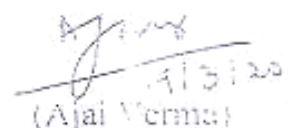
F. No. GAC-21-21/2020-CDN

Dated

19th March 2020

ENDORSEMENT

Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Government of India, New Delhi has issued O.M. No. 11013/9/2014-Estt.A.III dated 19.3.2020 regarding preventive measures to contain the spread of COVID19. The above mentioned O.M. dated 19.3.2020 is being uploaded on the ICAR website www.icar.org.in and e-office for information and necessary action.


(Ajai Verma)

Under Secretary(GAC)

Distribution :-

1. Directors/Project Directors of all ICAR Institutes/National Research Centres/Project Coordinators/Coordinated Research Projects/ATARIs/Bureaux for information and compliance.
2. All Officers/Sections at ICAR Krishi Bhawan/KAB - I & II/NASC.
3. Secretary(SS), CJSC, CSWCRTI, Dehradun.
4. Secretary(SS), HJSC, ICAR.
5. Sr.PPS to DG, ICAR/ PPS FA (DARE)/PPS to Secretary, ICAR
6. Media Unit for placing on the ICAR website.
7. Guard file/Spare copies

No. 11013/9/2014-Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi-110001

Dated the 19th March, 2020


OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
 - (a) 9 AM to 5.30 PM
 - (b) 9.30 AM to 6 PM
 - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

- (iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (vi) These instructions **shall not apply** to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.
- (vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.


19/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PRIO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT