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F.No.7-26/2020/Adm-II/

Dated: 18.04.2020

: OFFICE – ORDER :

Sub:- Preventive measures to contain the spread of COVID-19 – reg.

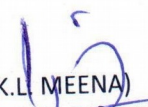
In pursuance of the Ministry of Home Affairs Order No.40-3/2020-DM-I(A) dated 15.04.2020 duly endorsed by ICAR, New Delhi vide letter No.33-1/2020-Estt-I dated 17.04.2020. It has been decided by the Competent Authority of ICAR-CAZRI, Jodhpur that the Institute and its RRS's will remain open/function with effect from 20.04.2020 on a regular basis as per the following terms and conditions:-

1. All the staff in the Level-12 (erstwhile Grade Pay Rs.7600/-) or above i.e. Senior Scientists , Principal Scientists and Chief Technical Officers shall attend office mandatorily/regularly from 20.04.2020. Remaining officers and staff will attend upto 33% as per requirement to be decided by the respective/Head of Division/Sections Incharge/Controlling Officers .
2. All the Heads of Division/Incharge of Sections are authosized to draw up a Roster of Staff, who are required to render their services in each Division/Section, on a rotation basis, up to 33% of the strength.
3. Those officials who have been provided single seater rooms for official work will attend office on all working day.
4. The above instructions shall also not apply to those Officers and staff, including contractual and outsourced staff, who are engaged in essential/emergency services, viz. Security, House Keeping including Disinfectation, Sanitation, Water Supply, Electricity, Maintenance, Farm Management, Livestock Management etc. which shall continue uninterrupted.
5. All officers and officials must follow the guidelines regarding social distancing norms, personal and place hygiene.
6. All person shall at all time, ensure that his/her face is fully covered using Mask or other standard cloth or material .
7. No gathering shall be allowed under any circumstances in the office premises.
8. All the premises like entrance gate of building, office, canteen, washroom, toilet, waterpoint, walls and other surfaces etc. shall continue to be disinfected routinely.
9. There shall be complete ban on outsiders visiting the office premises.
10. All staff should mandatorily follow the guidelines issued by the GOI/State Government in this regard.

11. Any staff residing in curfew zone by the local administration shall not attend the office in any case but he /she must promptly inform the same to his Controlling Authority.
12. All the Scientists and Officers are required to inform their RS/SRF/JRF/contractual manpower to attend the office.
13. All the Officers/staff/employees have to come to office, using their own conveyance and duly carrying their Identity cards, while properly covering themselves with face-masks and other personal protection gear to safeguard themselves against potential COVID-19 infection.
14. However, the other Officers/employees, not required to attend office on a certain day, may also remain fully prepared to be called for emergency duty in exigencies, for which they would be electronically informed through telephone/mobile or mail/whats App.

Above office order shall be subject to instructions issued by the State Government/District Administration in this regard. These guidelines shall be effective from 20.4.2020 to 3.05.2020.

This is issued with approval of the Director.


(K.L. MEENA)
CHIEF 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/CAO/AO.
8. The Under Secretary (NRM), ICAR, New Delhi.
9. Guard file.