



भा. कृ. अनु. प. - केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान

ICAR - Central Arid Zone Research Institute

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F.No.6-169/Corona Virus/2021/Adm.II

Dated: 19-04-2021

### OFFICE ORDER

In pursuance of the guidelines of State Government of Rajasthan, Jaipur issued vide order No. P.33 (2) Home-9/2019 dated 18-04-2021, the following arrangement has been made in the Institute w.e.f. 20-04-2021 to 03-05-2021:-

1. All the officers in the level of Deputy Secretary and above (Level-12 & above) or equivalent including Scientists and Technical Personnel shall attend office on daily basis.
2. All the Section Incharge i.e. AAO, AF&AO, Incharge, Farm, Security, AKMU, KVK, Library, PME, Dairy, Nursery/Garden, Maintenance, Instrumentation/Vehicle etc. shall attend the office on daily basis.
3. The Security Staff shall work as usual as earlier.
4. The respective Head/Controlling Officer/Officer Incharge/Incharge may issue instruction/letter to essential duty staff (s) to come in office.
5. All the staff will not leave headquarter without prior permission of their concerned controlling officer.
6. The Head, RRS/KVK other than Jodhpur HQ may issue separate order as per Covid-19 situation at their state local guidelines with the approval of the competent authority.
7. Other officials may work from home and they shall be available on telephone and electronic means of communication at all times and are not allowed to leave HQ. They will be also be liable to attend office in view of urgency, if any, decided by the competent authority.
8. General guidelines/instruction issues by the State Govt. may be followed by all the staff members to prevent Covid-19.

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

(Karan Singh Gehlot)  
Chief Administrative Officer. I/c

### Distribution:

1. HDs of Division-I/II/III/IV/V/VI, CFAO, AAOs of Admn-I/II/III/IV/V, AFAOs of Audit-I/II/III, I/c PME Cell/Rodent/Library/Farm Section/ Security Section/Maintenance/Canteen, Care Taker IGH/Student Hostel/HDs, CAZRI's RRS, Pali/Jaisalmer/Bikaner/ Bhuj/Leh/, Head/I/c of KVK-Jodhpur/Pali/Bhuj.
2. The Deputy Director General (NRM), Krishi Anusandhan Bhawan-II, Pusa, New Delhi.
3. P.S. to Director/C. A.O., ICAR-CAZRI, Jodhpur.
4. The Officer Incharge, AKMU, ICAR-CAZRI, Jodhpur to upload the same on CAZRI INTRA.