F.No. 07-02/2012/CAO/ Dated the 19th March, 2020

To
Joint Director/All heads of stations/Sections/Divisions
ICAR-CPRI Shimla

Subject: Preventive measures to contain spread of COVID19

Sir/Madam,

In pursuance to council’s Endorsement dated 19/03/2020 for DoPT OM No 11013/9/2014-Esst (A-III) dated 19/03/2020(Attached) regarding preventive measures following orders are passed by competent authority

1. All group B & Group C Employees who are not engaged in essential/emergency services may be grouped in 2 lists (50 percent each) and shall attend the office in alternate weeks.
2. One group shall attend the office from 20th to 27th March 2020, whereas the other group shall attend the office from 28th March 2020 to 4th April 2020. The group which is not coming to office shall work from home through e-office/email/phone/video conferencing in consultation with controlling officer and shall remain accessible at all times during office hours. In no circumstances they will leave the station without approval of Leave from their controlling officer. They shall have to come to office when called for urgent work.
3. The first group coming in the first week shall comprise mainly those employees who reside nearby or use their own vehicle for commutation. However the work at hand is also to be kept in mind in grouping the employees.
4. All Station Heads/Joint Director to issue order regarding this at each station today itself after segregating the employees in 2 lists.
5. All Heads of Divisions/Sections at Shimla to give 2 lists to Head of Office indicating which list shall attend office first as soon as possible so that an order can be issued. Consolidated roster shall be prepared with Head of Office for Group B & Group C permanent employees
6. Similar steps may also be taken at Division level/section level wrt to contractual employees in the division/section/station. Roster may be prepared at level of division/section in respect of contractual employees.

This is issued with approval of director

Regards

Sandeep Singh Dudi
Administrative Officer

CIRCULATION
To Joint Director/All Heads of Staions/Divisions/Sections
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.
Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.

The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial institutions and Public Sector Undertakings.

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.

These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.

(Sujata Chaturvedi)
Additional Secretary to the Government of India

To

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