

ICAR-CENTRAL SHEEP AND WOOL RESEARCH INSTITUTE AVIKANAGAR

F. No. 6(65)/Adm.I/2015/Vol.II/225

Dated: 18.04.2020

OFFICE MEMORANDUM

Sub:- Preventive measure to contain the spread of COVID19 reg.

1. Ministry of Home Affairs, (MHA) Vide Order No. 40-3/2020 DM-I(A) dated 15.04.2020 has issued instructions and endorsed by ICAR vide letter No. GAC 21(50)/2020-Cdn dated 17.04.2020 that Ministries and Departments and offices under their control are to function with 100% attendance of Deputy Secretary and levels above including Scientists and Technical Personnel so that a total 33% of total strength of the officers attend office every working day Regarding the remaining Officers and staff a roster is to be prepared in all the Divisions/Sections so that 33% strength officials attends office on a working day. These instructions will be applicable w.e.f. 20.04.2020.
2. In ensuring the compliance of the MHA order the following guidelines are to be followed:-
 - (a) A total of up to 33% office strength is to attend office on a given day. Accordingly a roster is to be prepared.
 - (b) Those officials who have been provided single seater room for official work would attend office on all working days.
 - (c) Regarding other officials who sit in halls and where more than one official sits, the seating arrangement is to be decided that distance between seats of the two officials attending office on a particular day is about 10 feet.
 - (d) The Heads of Division/Section Incharges would approve the roster of officials who would attend office on a given day accordingly.
3. In pursuance of the above advisory it is directed that the Divisions/Sections etc. may prepare rosters of officers to attend office and endorse a copy of the same to the administration. It is to be ensured by the Head of the Divisions/ Section Incharges that the guidelines provided by MHA are adhered in accordance with the guidelines stated in para 2 above.
4. All concerned sections shall ensure compliance of guidelines as detailed in Annexure I and II of MHA order dated 15.04.2020 regarding maintenance of office premises/work space/sanitation/thermal screening etc. The Officers attending office shall also extend all cooperation in strict compliance of the guidelines issued by the MHA and MOHFW from time to time.
5. 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 e-mail/whatsapp.
6. It is hereby further informed to all that in case any Corona hotspot (i.e. Red Zone) is notified by the local State Government around the residential area of any of the employees, he/she must promptly inform the same to this office and must avoid to physically attend the office in such a critical situation.

This issues with the approval of the Competent Authority.



(Suresh Kumar)

Chief Administrative Officer

Distribution:-

1. All Head /Section In-charges at Main Institute through e-mail
2. Sub -Stations ARC, Bikaner/NTRS,Garsa / SRRC,Mannavanur
3. In-charge AKMU Unit for uploading the same CSWRI website
4. All Scientific personnel/Technical personnel/Administrative personnel/SSS staff.