



F.No. 7(2)/Misc/ICAR-ATARI/2018/ ९५

Dated: 19 May 2020

OFFICE ORDER

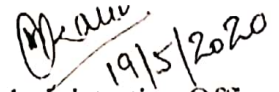
In compliance to the order No.40-3/2020-DM-I(A) dated 17th May 2020 of Ministry of Home Affairs, Govt. of India and order No.11013/9/2014-Estt.A.III dated 18th May 2020 of Govt. of India, DoPT regarding preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19). The following decisions are taken for strict compliance by the Officers/Officials working in ICAR-ATARI, Zone-I, Ludhiana.

In view of extension of lockdown period upto 31.5.2020 all officers/officials should strictly compliance lockdown period guidelines.

- 1) All officer/officials in the Pay level of 12 and above have to attend office with 100% attendance w.e.f. 20.5.2020.
- 2) Officers and officials including contractual staff have to works 50% every alternate day w.e.f. 20.5.2020. A roster shall prepare so as to ensure that 50 percent of officers/officials attend the office on every alternate day. Those officers/officials who are not required to attend the office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times. All PIs should also prepare roaster for contractual staffs on weekly basis and submitted a copy to the office.
- 3) All officers/officials shall ensure 100% installation of Aarogya Setu Apps (as a safety measures to each individual) on their mobiles. All the staff must wear face mask at all time while in office premises and outside campus, and get their hands sanitized at entry gate.
- 4) This order will be suspended if locations of office area at Ludhiana is notified under containment zones by the State Government.
- 5) Above order shall not apply for those employees/contractual workers/project staff etc. whose residences fall under Containment area of Corona Virus declared by the State Govt./ Government of India, as in and out movement is prohibited from the containment zone.

Accordingly, all the employees are hereby required to remain prepared to be called for emergency duties in exigencies, for which they would be informed, either electronically through telephone/mobile, e.mail/WhatsApp.

This issues with the approval of the Competent Authority.


Assistant Administrative Officer

Distribution:

- 1) All the employees of the ICAR-ATARI, Zone-I, Ludhiana. All the PIs are request to bring the content of the office order to the notice of contractual staff working under their projects.