



भारतीय कृषि अनुसंधान परिषद  
कृषि प्रौद्योगिकी अनुप्रयोग अनुसंधान संस्थान  
क्षेत्र-१ पं. कृ. वि. परिसर, लुधियाना-१४१००४  
Indian Council of Agricultural Research  
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Dated: 19/05/21

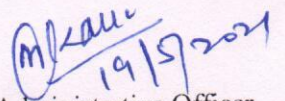
### OFFICE ORDER

In compliance to the OM no. 11013/9/2014-Estt. A-III dated 03.05.2021 received from Deputy Secretary to Govt. of India, Ministry of Personnel, Public Grievances and Pensioners, DoP&T, Govt. of India which was endorsed by ICAR vide Endorsement No. GAC-21-06/2021-CDN dated 11.05.2021 received from Under Secretary (GAC), ICAR, New Delhi regarding the subject cited above. In this regard, the following guidelines may be extended **upto 31.05.2021 or until further orders, whichever is earlier** are to be followed with immediate effect until further orders with the objective to check the spread of infections:

- a) **Physical attendance of all the officers of the level of Under secretary or equivalent and below be restricted to 50% of the actual strength, Secretary/HoD may regulate the attendance of officials and may on administrative grounds, direct more officials to attend office. A roster may be prepared, accordingly,**
- b) **All officers of the level of Deputy Secretary/equivalent and above are to attend office on regular basis,**
- c) **All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.**
- d) **All officials who attend office shall strictly follow Covid-appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.**
- e) **Meetings, as far as possible, to be conducted through video-conferencing.**
- f) **Entry of outsiders/visitors to be curtailed appropriately.**
- g) **All employees of the age of 18 years and above, are advised to get themselves vaccinated.**
- h) **Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.**

And other condition and measures may kindly be adhered to by all the officers/officials of this Institute as mentioned in above referred office order.

This issues with the approval of the acting Director, ICAR-ATARI, Ludhiana.

  
Assistant Administrative Officer

#### **Distribution:**

1. The AF&AO, ICAR-ATARI, Ludhiana.
2. The DDO, ICAR-ATARI, Ludhiana.
3. Circulate to all the Officers/Officials of ICAR-ATARI, Ludhiana.