



भारतीय कृषि अनुसंधान परिषद
कृषि प्रौद्योगिकी अनुप्रयोग अनुसंधान संस्थान
क्षेत्र-१ पं. कृ. वि. परिसर, लुधियाना-१४१००४
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F.No. 7(2)/Misc/ICAR-ATARI/2018/

Dated: April 2020

OFFICE ORDER

In compliance to the order No.40-3/2020-DM-I(A) dated 15th April 2020 of Ministry of Home Affairs, Govt. of India read with Annexure "Consolidated Revised Guidelines" the following decisions are taken for strict compliance by the Officers/Officials at ICAR-ATARI, Zone-I, Ludhiana.

1. In view of extension of lockdown period upto 3.5.2020 all officers/officials should strictly compliance lockdown period guidelines.
2. In order to mitigate public hardships and conduct of mandated activities, all officer/officials in the Research Level/Pay level 12 and above have to attend office with 100% attendance w.e.f. 20.4.2020.
3. AAO, DDO and AF &AO should function from their office w.e.f. 20.4.2020 in order to clear proposals and bills etc. in time.
4. In order to assist in official works 33% of remaining officials including contractual staffs have to attend office w.e.f. 20.4.2020. HODs, PIs and Nodal Officers should prepare roaster for officials/contractual staffs on weekly basis.
5. This order will be suspended if locations of office area at Ludhiana is notified under containment zones by the State Government.

This issues with the approval of the Competent Authority.


18/4/2020
Assistant Administrative Officer

Distribution:

1. All the employees of the ICAR-ATARI, Zone-I, Ludhiana. All the In-charges are request to bring the content of the office order to the notice of officials/staff working under their programme/section.
2. Guard File