



भा.कृ.अ.प. – भारतीय चरागाह एवं चारा अनुसंधान संस्थान

ICAR - INDIAN GRASSLAND AND FODDER RESEARCH INSTITUTE

निकट पहुज बाँध, ग्वालियर रोड, झॉसी (उ.प्र.) – 284003 भारत

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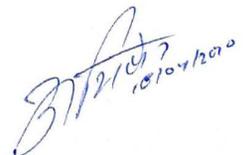
F.No/HOO/COVID19/Emergency/2020/

Date 18.04.2020

Office Order/ कार्यालय आदेश

In accordance to the ICAR endorsement no. GAC.21(50)/2020-Cdn. dated 17th April 2020 of Ministry of Home Affairs Order no. 40-3/2020-DM-I(A) dated 15th April 2020, the following working arrangements are being made which will come into effect from 20th April-2020.

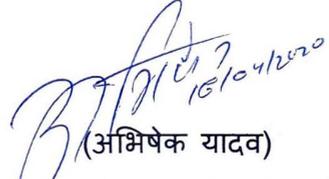
1. ICAR-IGFRI, Jhansi will remain open w.e.f. 20th April 2020 on a regular basis.
2. All staff in the Level 12 or above i.e. Senior Scientists, Principal Scientists and Chief Technical Officers, etc. shall attend the office regularly w.e.f. 20th April-2020.
3. For remaining staff, in-charges of the concerned divisions/ sections are authorized to draw up a roster of staff, who are required to render their services in each divisions/ section, on rotation basis, upto 33% of the strength. To ensure lesser movement of staff from city, the in-charges are also authorised to enforce attendance of staff residing in residential quarters irrespective of roster if the exigencies of work so demands provided proper social distancing is ensured in the office. The presence of in-charges of various sections/ divisions is mandatory irrespective of Scale of pay or roster.
4. Those officials who have been provided single seater rooms for official work would attend the office on all working days.
5. Officials who sit in rooms where more than one official sits, the seating arrangement is to be decided such that distance between seats of two officials attending office on a particular day is about 10 feet.
6. The staff (regular, contractual, outsourced) engaged in essential services such as Security, house keeping including sanitization, water supply, electricity, maintenance, farm management, livestock management, germplasm management, etc. shall come on a regular basis irrespective of pay scale or roster.
7. The staff working from home should mandatory ensure that they are accessible on Mobile/ email and should always regularly check their whatsapp/ mails on frequent intervals. They should mandatorily attend office, if called for, in case of any exigencies of work.
8. All the staff shall at all the times ensure that their face is covered using Mask.


18/04/2020

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9. All the staff have to come to office using their own conveyance and should carry with them their identity cards, while properly covering themselves with face-masks and other personal protective gear to safeguard themselves against potential COVID-19 infection.
10. All the employees are also advised to use ICT facilities / mobile phones etc. to contact other fellow employees and should avoid visiting physically other sections/ seating places etc.
11. Scientist-in-charge of Regional Research Stations are requested to take necessary steps in accordance to the above guidelines and also in accordance to the guidelines issued by their respective states from time to time.
12. The guidelines regarding Social Distancing and adequate safety measures to check the cases/ spread of Novel Corona Virus (COVID-19) should be complied with at all the times.

This is issued with the approval of the Director, ICAR-IGFRI, Jhansi.


(अभिषेक यादव)
वरिष्ठ प्रशासनिक अधिकारी

Distribution:

1. All the Head of Divisions/ Section-in-charges/Scientists in charge of regional stations with a request to circulate the office order to all the staff under their control.
2. District Magistrate, Jhansi for kind information
3. US(CS), Krishi Bhavan, N. Delhi for kind information
4. In charge AKMU for circulation on website & email of all the staff.