

ICAR-Central Tobacco Research Institute

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(An ISO 9001:2015 Certified Institute)

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F.No.1(COVID-19)/2020-21/Adm.I

Dated: 18.04.2020

OFFICE ORDER

In supersession of the Office Circular of even number, dated 15.04.2020 and in accordance with the guidelines issued by Ministry of Home Affairs (MHA), Govt. of India, vide Order No.40-3/2020-DM-1(A), dated 15-04-2020 and in line with the Office Memorandum issued by ICAR, New Delhi vide Admn.F.No.33-1/2020-Estt.I, dated 17.04.2020, the Competent Authority has decided that all the Officers including Scientists, Sr. Technical Officers and above have to attend the office with 100% attendance w.e.f. **20.04.2020**. Regarding remaining officers and staff, a roster is to be prepared by each functional unit so that 33% strength of staff attends to office on a working day. The Officers and Staff must ensure that the Guidelines issued by Ministry of Home Affairs regarding social distancing and personal hygiene are followed scrupulously.

It may be noted that the roster based system of 33% attendance is not applicable to the staff working under essential service providing units viz., Transport, Security, House Keeping, Farm Activities, Seed Processing, Nursery etc. (These units need to ensure 100% attendance).

Those officials and staff who have been provided single seater rooms/chambers for official work would attend office on all working days. 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 is 10 feet.

It is to be ensured by the Heads of the Divisions/Sections/Units that the guidelines provided by MHA are strictly adhered to. The officers/staff attending office shall also extend all cooperation in strict compliance of the guidelines issued to the MHA and MoHFW from time to time.


(V. BHAGYA LAKSHMI)

SR. ADMINISTRATIVE OFFICER i/c

Distribution:

1. All the HODs/Heads of Res. Stations/KVKs-02/Sections/Units/SFAO are requested to bring the contents among the staff under their control for information and further necessary action.
2. OIC-AKMU / In-charge Computer cell with a request to place it on institute website
3. Copy to PS to Director, ICAR-CTRI, Rajahmundry
4. Copy to PPS to DDG(CS), ICAR, Krishi Bhavan, New Delhi for kind information of Hon'ble DDG (CS), ICAR, New Delhi