

ICAR-Central Tobacco Research Institute

Dr.N.C.Gopalachari Road, Bhaskar Nagar, Sriram Nagar Post

RAJAHMUNDRY - 533 105, A.P., INDIA

(An ISO 9001:2015 Certified Institute)

Website: www.ctri.org.in

PBX Phones: 0883-2449871-4; FAX: 0883-2448341; 0883-2448995

Email: saoctri@gmail.com



F.No. 1(COVID-19)/2019-20/Adm.I

Dated 15th April, 2020

CIRCULAR

In view of the extension of national-wide lockdown of the entire country for implementing preventive measures by adopting strict isolation measures to contain the spread of Novel Corona Virus (COVID-19) and in pursuant to the announcement by the Government of India, it is decided that the Institute shall continue to work with skeletal (barest minimum) staff starting from 15-04-2020 until further communication. The essential services will continue to be functional with the barest minimum staff as mentioned in the earlier circular of the even number dated 24-03-2020 and 30-03-2020.

All the Heads of Divisions/Stations/KVKs/Sections/Units are requested to identify essential activities in their Division/Station/Section/Units and manage them by deploying/involving minimum number of personnel. A note on these essential activities and the way they are managed may please be submitted to this office for record.

Further, all the staff is requested to be available on telephone and other electronic means of communication during the staid period to attend any essential services/exigency, if required to attend office.

(V.BHAGYA LAKSHMI)

SR. ADMINISTRATIVE OFFICER i/c.

Distribution:

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.

Copy to PPS to DDG(CS), ICAR, Krishi Bhavan, New Delhi for kind information of hon'ble DDG (CS), ICAR.

Copy to the Director (SD), ICAR, Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi-110 001 for kind information.

Copy to the Dy. Secretary (CS), ICAR, Krishi Bhavan, New Delhi- 110 001 for kind information.

PS to Director for kind information of the Director.

Copy to OIC, AKMU, ICAR-CTRI with a request to upload the above circular in the Institute's Website for information.

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F.No. 1(COVID-19)/2019-20/Adm.I

Dated 30^h March, 2020

CIRCULAR

In view of the Government decision for declaring Lockdown of the entire country for implementing preventive measures by adopting strict isolation measures to contain the spread of Novel Corona Virus (COVID-19) for a period of 21 days from 25th March to 14th April, 2020.

In pursuant to the announcement, it is decided to run the Institute with skeletal (barest minimum) staff and without adversely affecting the essential/critical services/activities of the Institute and its Research Stations during the period from 25th March to 14th April, 2020. The essential services will continue to be functional with the barest minimum staff as mentioned in the earlier Circular of the even number dated 24.03.2020.

Further, all the staff is requested to be available on telephone and other electronic means of communication during the said period to attend any essential services/exigency, if required to attend office.

(V.BHAGYA LAKSHMI)

SR. ADMINISTRATIVE OFFICER i/c.

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PS to Director for kind information of the Director.

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F.No. 1(COVID-19)/2019-20/Adm.I

Dated 24th March, 2020

CIRCULAR

In view of the preventive measures being implemented to contain the spread of COVID-19 and as per the general instructions given by the DoPT Order F.No.11013/92014-Estt(A-II), dated 22.03.2020, Govt. of India as well as ICAR and State Governments and the widespread lock-downs being enforced, it is decided to run the Institute with skeletal (barest minimum) staff and without adversely affecting the essential/critical services/activities of the Institute and its Research Stations during the period from 24th to 31st March, 2020. Accordingly, all the staff of this Institute is advised to stay in their home and make themselves available on phone and other electronic communications to attend the any essential services/exigency, if required.

All the Heads of Divisions/Stations/KVKs/Sections/Units are requested to identify essential activities in their Division/Station/Section/Units and manage them by deploying/involving minimum number of personnel. A note on these essential activities and the way they are managed may please be submitted to this office for record.

Security and maintenance services such as House-keeping, water-supply and electrical etc. shall continue uninterrupted.

This is issued with the approval of the Director.


(V.BHAGYA LAKSHMI)

SR. ADMINISTRATIVE OFFICER i/c.

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