

ICAR-Central Tobacco Research Institute

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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) upto 03.05.2020.

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 during the lock down period from 15-04-2020 to 03-05-2020. 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 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.