



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान  
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH  
(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)  
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F.No.11(9)377/2017-Estt

Dated 21<sup>st</sup> March, 2020.

**CIRCULAR**

Council vide Endorsement No.GAC-21-21/2020-CDN dt.19.3.2020 endorsed the Office Memorandum of Department of Personnel and Training, Ministry of Personnel, Public Grievances & Pensions regarding preventive measures to contain the spread of COVID 19. Hence, all the Heads of Division are requested to ensure 50% of the Group B & C employees to attend office every day and remaining 50% may be instructed to work from home. This is applicable for apprentices/contractual/Research Scholars and outsourced staff on rotational basis without deduction of any wages for their absence from work. The concerned Heads of Divisions are instructed to make a roster and carryout the work **without affecting the routine office work due to the financial year ending**. These orders shall be applicable with immediate effect and shall remain in force till **4<sup>th</sup> April, 2020**.

This is issued with the approval of the Competent Authority.

Head (GA)

**Circulation:**

1. Head of Divisions
2. Head, Regional Station, Appangala
3. PC KVK, Peruvannamuzhi
4. Scientist in charge (Chelavoor/Peruvannamuzhi)
5. AO/FAO
6. INTRANET

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN: NEW DELHI**

F. No. GAC-21-21/2020-CDN

Dated

19<sup>th</sup> March, 2020

**ENDORSEMENT**

Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Government of India, New Delhi has issued O.M. No. 11013/9/2014-Estt.A.III dated 19.3.2020 regarding preventive measures to contain the spread of COVID19. The above mentioned O.M. dated 19.3.2020 is being uploaded on the ICAR website [www.icar.org.in](http://www.icar.org.in) and e-office information and necessary action.

  
(Ajai Verma)  
Under Secretary(GAC)

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3. Secretary(SS), CJSC, CSWCRTI, Dehradun.
4. Secretary(SS), HJSC, ICAR.
5. Sr.PPS to DG, ICAR/ PPS FA (DARE)/PPS to Secretary, ICAR
6. Media Unit for placing on the ICAR website.
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*For Compliance*  
*A0/FA0/OICs for*  
*and HODs*  
*19/3*

**No. 11013/9/2014-Estt (A-III)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**

North Block, New Delhi-110001

Dated the 19<sup>th</sup> March, 2020

**OFFICE MEMORANDUM**

**Sub: Preventive measures to contain the spread of COVID19.**

In continuation of this Department OM of even no. dated 17<sup>th</sup> March  
(Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the office.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
  - (a) 9 AM to 5.30 PM
  - (b) 9.30 AM to 6 PM
  - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

- (iv) Similar instructions may be issued to Attached/Subordinate Office Autonomous/Statutory Bodies.
- (v) The Department of Financial Services (DFS) and Department of Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (vi) These instructions **shall not apply** to the offices and employees in essential/emergency services and those directly engaged in measures to control spread of COVID-19.
- (vii) These orders shall be applicable with immediate effect and will remain in force till 4<sup>th</sup> April, 2020.

  
19/3/2020  
(Sujata Chaturvedi)

Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT