

भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान  
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH

(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)

,पी. बी. संख्या:Post Bag No: 1701, मेरिकुन्नुपोस्ट Marikunnu Post

Kozhikode-673 012

F.No.1-9(95)/2021-Estt.

Dated 14-01-2022.

**OFFICE ORDER**

In view of the rapid increase in COVID cases, and keeping in view the guidelines issued by DoPT OM F.No.11013/9/2014-Estt. A-III dated 3<sup>rd</sup> January 2022 duly endorsed by ICAR, it has been decided by the Competent Authority to implement the following measures under IISR with immediate.

1. ICAR-IISR, Kozhikode, IISR, Research Centre, Appangala, IISR Experimental Farm, & KVK Peruvannamuzhy shall function with a maximum of 50% of the actual staff strength from 14.01.2022 to 31.01.2022.
2. Physical attendance of Staff members below the Level 11 shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the Division/Section Heads.
3. All officer of the level of Under Secretary (Level 11) and above are to attend to office on regular basis.
4. Persons with Disabilities and Pregnant women employees shall be exempted from attending office but they are required to work from home.
5. All Officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
6. All officers/staff residing in the containment zone shall be exempted from coming to office till the containment zone is de-notified.
7. Crowding in corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
8. Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
9. Entry of outsiders/visitors to be curtailed appropriately.
10. All Officers/Staff who attend office shall strictly follow COVID appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.

  
Senior Administrative Officer

**Distribution**

All Heads of Division  
Senior Finance & Accounts Officer

Scientist in Charge, Chelavoor/Peruvannamuzhi  
The Head, Regional Station, Appangala  
The Programme Co-ordinator, KVK, Peruvannamuzhi  
AAO (Estt.)/ AAO (Works)/AAO(Stores)  
Intranet