OFFICE ORDER

In continuation to this office order of even number dated 23.3.2020 and 30.3.2020.

2. In view of the announcement made by Hon’ble Prime Minister, the essential services pertaining to (a) LRC Operation, (b) Medical Services, (c) House Keeping and other maintenance services, (d) Security Services, (e) Various Services in the Hostel, (f) Farm Operation and (g) Administrative and financial work; will continue to be carried out as per the arrangements mentioned in above-said office order till 3rd May 2020 or further orders whichever is earlier. **While doing so, all concerned will observe social distancing and other prescribed protocols strictly.**

3. The alternate arrangement of milk distribution on door to door basis in the campus will continue to be managed in consultation with the GM, Model Dairy Plant between 3.00 to 5.00 pm in the campus till further orders.

4. Further all other staff coming from outside the NDRI campus should work from home and be available on telephone/mobile and electronic means of communication at all the times. Non-compliance and no response of telephone calls/messages/emails etc. will be viewed seriously. They should attend office if called for in case of any exigency of work. In no case any staff is permitted to leave the headquarter. **Any official/individual to whom any duty has been assigned and who ceases or refuses to perform or withdraws himself/herself from the duties of his/her office, unless he or she has obtained written permission of his/her superior or has other lawful reasons for so doing, the necessary action will be taken against him/her.**

5. All the faculty of ICAR-NDRI, Karnal is requested to ensure that the students are regularly provided online classes, assignments etc., so that once COVID-19 crisis is over, students can appear in exams and they are not put into any loss of their semester.

6. All Head of the Divisions/Incharges of the Sections of this institute are also requested to ensure that all the scientists working under their Divisions/Sections should utilize the time to write pending publications, research articles, popular articles and research projects so that research activities may not hamper.

Sd/- 14.4.2020

( Vivek Purwar )
Jt. Director(Admn.) & R

Distribution (for information and needful action) :-

1. All JD’s, Comptroller, HOD’s, Incharges, Chief Hostel Warden & Hostel Wardens for circulation among faculty, staff and students.

2. Head, SRS, Bangalore/Head, ERS Kalyani with the request to take necessary action as per above.

3. PS to Director for information of Director.

4. Incharge, Computer Centre to upload on the institute website.