OFFICE ORDER

In continuation to this Institute’s office order of even number dated 14.4.2020 and in compliance to Govt. of India, Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I(A) dated 15th April, 2020, read with Council letter No GAC 21(50)/2020-cdn dt 17.04.2020, the following arrangements are hereby made w.e.f. 20th April 2020 to 3.5.2020 or till further orders whichever is earlier.

2. All the Divisions/Sections are to function with 100% attendance of Level-12 and above officials i.e. Senior Scientists, Principal Scientists, Chief Technical Officers and others. For the remaining Staff, Incharge of the concerned Divisions/Sections are authorized to draw up roster of the staff whose services are required in each Division/Section on rotation basis upto 33% of the strength. The sitting and working arrangements must be carefully made so that in no case the guidelines of social distancing and other protocols are violated. Wearing of face cover will be compulsory in all public places inside or outside the campus, work places, government quarters etc. All the premises of workplace, offices, residential areas/hostels etc. must be duly sanitized & fumigated from time to time in co-ordination with Incharge Estate Section.

3. 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 existing arrangement with minimum required staff.

4. Further all other staff shall work from home and be available on mobile/telephone and other electronic means of communication at all the time. Non compliance and no response of telephone calls/messages/emails etc. will be viewed seriously. They should attend office if called for in cases of any exigency of work. In no case any staff is permitted to leave the HQr. 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/she has obtained written permission of his/her superiors or has other lawful reasons for so doing, the necessary action will be taken against him/her.

5. The academic schedule will continue to be maintained through online teaching. Hence all the faculty of ICAR-NDRI, Karnal will 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/Incharge 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.

7. 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.

8. The Head of the Divisions/Incharge of the Sections may ensure that the guidelines dated 15.04.2020 issued by MHA are adhered strictly. However, the following main guidelines are listed for information and necessary action:-

- All incharges will ensure proper social distancing as per Annexure-II of the MHA order dtd 15/4/2020.
- No Division/Section shall allow gathering of 5 or more persons.
- Spitting in public places, Divisions/Sections shall be prohibited.
- While using private vehicles the employees will ensure that in the case of four wheeler only one passenger besides the driver and in the case of two wheeler only the driver of the vehicle is to be permitted.
- The Incharge Estate section will make necessary arrangements as per Annexure-I of the order dated 15/4/2020. He will make adequate arrangements for temperature screening and provide sanitizers at convenient places.
- There will be total ban on non-essential visitors.
- All the employees and their family members to wear the mask all the time while coming out of their houses and no person shall not come out in the public place or campus without wearing the mask.
- Use of Arogya setu will be encouraged for all employees both private and public.

9. The District Magistrate Karnal (District Administration), Karnal vide letter No. 1890-1891/E.B. dated 16.04.2020 has allowed the staff of NDRI to perform journey from their home to NDRI and vice versa subject to the condition that they will carry their Identity Cards with them issued from NDRI and that they will compulsorily wear face mask and follow all the guidelines related to lock down issued by the MHA, Govt. of India.

10. This issues with the approval of the Director, ICAR-NDRI, Karnal.

Sd/- 18.4.2020
( 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 at Circular & NDRI News links appropriately.