



भारतीय कृषि अनुसंधान परिषद का पूर्वी अनुसंधान परिसर

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ICAR Research Complex for Eastern Region

ICAR Parisar, P.O.: B.V. College, Patna – 800 014, Bihar

Dr. B.P. Bhatt, FNIE & FNAAS
Director

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Dated 18/04/2020

17-22

OFFICE ORDER

Sub: **Preventive measures to contain the spread of COVID - 19.**

In pursuance of the **Order No.40-3/2020-DM-I (A) dated 15.04.2020 of Ministry of Home Affairs** duly endorsed by ICAR vide letter No. 33-1/2020-Estt-I, dated 17/04/2020, the Institute will remain open w.e.f. 20/04/2020 as per the following terms and conditions:-

- (1) The employees serving in the Level-12 and above are allowed on regular basis to attend the office. For rest of the staff serving in the Level-11 and below, the Duty Roster may be prepared by the respective Head of Divisions/Sections/Research Stations/Officers-in-Charge, under intimation to the undersigned, so as to ensure that only upto 33% of such employees below Level-12 physically attend the office on any given working day, upto 03/05/2020.
- (2) Till the existing Lockdown continuing upto 03/05/2020, the contractual services shall not be availed in any case in the office/laboratories. However, the house-keeping and sanitation services are allowed in order to maintain the hygiene.
- (3) Accordingly, the contractual labour in farm will be engaged, once the Lockdown period is over. However, those associated with essential duties w.e.f. 23/03/2020 shall continue to work.
- (4) EMU Section is hereby directed to extend the essential services with engaging minimum possible manpower.
- (5) All the aforementioned Officers/employees have to come to office, **using their own conveyance** and **duly carrying their Identity Cards**, while **properly covering themselves with face-masks** and other **personal protection gear** to **safeguard themselves against potential COVID-19 infection.**
- (6) However, the other **Officers/employees, not required to attend office on a certain day**, may **also remain fully prepared** to be **called for emergency duty in exigencies**, for which they would be **electronically informed** through telephone/mobile or email/WhatsApp.

It is hereby further informed to all that in case any **Corona hotspot** (i.e **Red zone**) is **notified** by the **local State Government** around the **residential area** of any of the **employees**, he/she **must promptly inform** the same to this office and **must avoid to physically attend the office** in such a critical situation.

B.P. Bhatt
18/04

(B.P. Bhatt)

Distribution:-

1. All the Heads/Officer-in-charge/PCs at ICAR-RCER, Patna, its RCs at Ranchi/Darbhangha and KVKs at Buxar & Ramgarh
2. Officer-In-Charge, MGIFRI, Motihari
3. All the employees (through e-mail/ICAR-RCER Notice Boards/website)
4. Under Secretary (GAC), ICAR, Krishi Bhawan, New Delhi – 110 001
5. Under Secretary (NRM), ICAR, KAB-II, New Delhi – 110 012
6. ICAR-RCER Notice Boards/Website

(B.P. Bhatt)