

# ICAR RESEARCH COMPLEX FOR EASTERN REGION PATNA – 800014 (BIHAR)

F.No.IRCER/2019/1-1/Misc./Vol.IV(Part 1)

Date: May 06, 2021

## OFFICE ORDER

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

In compliance of Home Department, Govt. of Bihar, Order No. **जी/आपदा-06-02/2020-2835** dated **04.05.2021**, and in continuation of this Office Order of even numbered dated **12<sup>th</sup> April 2021**, the office will remain closed up to 15.05.2021, subject to the following conditions:-

During the aforesaid Lockdown-period of May 5 to 15, 2021, the ICAR-RCER Headquarters, Patna; the Research Centre for Makhana, Darbhanga and Krishi Vigyan Kendra, Buxar, all lying in the State of Bihar, shall remain closed, whereas only the Staff (including all Officers/employees, and contractual or outsourced personnel, as per need) required to render essential services would be asked to attend office. In other words, the Institute would function with skeletal staff and rest of the employees shall work from home.

(2) All the HoDs, CAO and AAOs shall attend the Office, during the aforementioned lockdown period (May 5-15, 2021), in order to monitor the experiments & Divisional activities and to respond to any query of the Council.


(3) The respective Centre/Divisional/Unit/KVK Head/Officers-in-charge are hereby delegated the necessary authority to draw an emergency-duty-roster of staff required to perform such essential duties in turns and thereby call for them to duty on the particular day, for which, however, no honorarium would be paid to such emergency-duty staff.

(4) Accordingly, all the employees are hereby required to remain prepared to be called for emergency duties in exigencies, for which they would be informed, either electronically through telephone/mobile, email/WhatsApp, or through messenger/Institute vehicle, as the case may be.

(5) No staff should leave the Headquarter without prior approval of the Competent Authority. All employees shall make sure that no files/receipts/reports are kept pending in e-office for unreasonably long duration. All supervisory authorities shall ensure effective use of e-office, so that the Institute can function in the most efficient manner in the prevailing circumstances.

The other Terms & Conditions stipulated in the office order dated 12.04.2021 will remain unchanged.

This is issued with the approval of the Director (Acting), ICAR -RCER, Patna.

  
06.05.2021  
(Pushpanayak)  
Chief Administrative Officer

### **Distribution:-**

1. All the Heads/Officer-in-charge/PCs at ICAR-RCER, Patna, its RCs at Ranchi/Darbhanga and KVKs at Buxar & Ramgarh;
2. All the employees (through e-mail/ICAR-RCER Notice Boards/website);
3. Director (TS & GAC), ICAR, Krishi Bhawan, New Delhi – 110 001;
4. OSD/SF&AO/AO, ICAR-MGIFRI, Motihari (Camp Office: Patna); &
5. ICAR-RCER Notice Boards/Website.