

भा.कृ.अनु.प-औषधीय एवं सगंधीय पादप अनुसंधान निदेशालय
ICAR-DIRECTORATE OF MEDICINAL AND AROMATIC PLANTS RESEARCH
बोरीआवी-387310, आणद, गुजरात
BORIAVI - 387 310 [ANAND], GUJARAT

F.No.3-289/2020-Estt./ 4728-33

Date: 20/10/2020

OFFICE ORDER

In pursuance of DoPT's Office Memorandum F.No.11013/9/2014-Estt.A.III dated 07/10/2020 duly endorsed by ICAR vide Endorsement F.No.GAC-21-24/2020-CDN dated 07/10/2020 regarding preventive measures to contain the spread of COVID-19-Attendance of Central Government officials, the Competent Authority has decided that :

1. All the Scientists/Officers of the level-11 (level of Under Secretary) and above all shall attend office on all working days.
2. Other Scientists/Administrative/Technical/Supporting staff below level-11 (level of Under Secretary) shall attend office on every alternate day with 50% of the strength as per the roster. The necessary roster will be prepared by the respective Heads/Officers-In-Charge/Sectionals-In-Charge ensuring that 50 percent of officers and staff attend office on every alternate day. The roster approving authority is the Director. All Heads/Officers-In-Charge/Sectionals-In-Charge will submit a copy of approved roster to the Administration.
3. Those officers/staff who are not attending office shall work from home and they should be available on telephone and electronic means of communications at all times. They should attend office, if called for exigency of work. The work-from-home day should not be treated as leave/holiday. All Heads/Officers-In-Charge/Sectionals-In-Charge will ensure that the official works should not be hampered and should be completed in time.
4. All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
5. The office time will be as regular office time as earlier.
6. Wearing of face cover is compulsory in the ICAR- DMAPR, Boriavi main campus and Lambhvel Farm. Not wearing a face cover shall be punishable with fine as prescribed by the Gujarat Government.

7. Spitting in ICAR- DMAPR, Boriavi main campus and Lambhvel Farm shall be punishable with fine as prescribed by the Gujarat Government.
8. Social distancing shall be followed by all employees.
09. All employees will install the *Aarogya Setu Application* on their compatible mobile phones and regularly update their health status on the app.
10. Meetings, 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.
11. These instructions shall be applicable w.e.f. 21 October, 2020 until further orders. Bio-metric attendance shall continue to be suspended until further orders. All Heads/Officers-In-Charge/Sectionals-In-Charge may kindly ensure strict compliance of these instructions as well as the directives of Ministry of Home Affairs.

Asstt. Administrative Officer

DISTRIBUTION:

1. All the Scientists/Officers/Officials, ICAR-DMAPR, Boriavi, Anand.
2. The Assistant Finance & Accounts Officer, ICAR-DMAPR, Boriavi, Anand.
3. OIC, AKMU, ICAR-DMAPR, Boriavi, Anand for uploading on Directorate's website.
4. P.S. to the Director, ICAR-DMAPR, Boriavi, Anand
5. Notice Board, ICAR-DMAPR, Boriavi, Anand.
6. Notice Board, Lambhvel Farm.
7. Guard File.