CIRCULAR

F.No.18-12/2020-Estt

Dated: 18.04.2020

Ref: 1. Council’s Lr.No:GAC.21(50)/2020-Cdn dated 17.04.2020
2. DARE OM No:6-01/2020-Estt(e-3493) dated 17.04.2020
3. This Office Circular of even no dated 16.04.2020

In continuation to this office circular of even no. dt.16.04.2020 & Council’s letter dated 17.04.2020, Ministries and Departments and offices under their control are to function with 100% attendance of Deputy Secretary and levels above (including Scientists and Technical Personnel) so that a total of 33% of total strength of the officers attend office every working day.

In ensuring the compliance of the MHA order and DARE OM referred above, the following guidelines are to be followed:-

i. Principal Scientist / Senior Scientist who have been provided single seater rooms for official work would attend office on all working days.

ii. HDs/HSs may however ensure that in each Division/Section only 33% of overall staff including Scientists attend the office in a single day. Roster may be prepared keeping in mind the above guidelines.

The other instructions & guidelines mentioned in the earlier circular remains the same.

This issues with the approval of the Director.

(S.RAMA)
Senior Administrative Officer.

Distribution:

1. DDG(CS), ICAR, Krishi Bhavan, New Delhi-110001.
2. The Head of Division (Crop Improvement/Protection/Production), ICAR-SBI, Coimbatore-7.
3. The Head of Section (Agri. Extension), ICAR-SBI, Coimbatore-7.
5. The Assistant Administrative Officer (C&B/Estt/Stores) ICAR-SBI, Cbe-7.
9. The Private Secretary to Director, ICAR-SBI, Coimbatore-7.
11. Reports & Returns Clerk (Estt.)
12. Nodal Officer (Hindi).