OFFICE ORDER

Dated: 18.05.2020

Ref: 1. Government of India, Ministry of Home Affairs order- no 40-3/2020-DM-I(A) dated 17.05.2020
2. This Office Order No: 18-12/2020-Estt dated 16.05.2020

In supersession to this office order of even no, dt.16.05.2020 and in pursuance to the above Government of India, Ministry of Home Affairs new guidelines on lockdown measures to all the Ministries/Departments of Government of India cited above, ICAR-Sugarcane Breeding Institute, Coimbatore can function at 100% strength w.e.f 18.05.2020 subject to the following conditions:

1. The following timings are suggested for working in shifts for ensuring social distancing:
   (i)  08.00AM- 3.15PM  (Lunch- 11.15AM- 12 Noon)
   (ii) 9.00AM – 4.15PM  (Lunch- 12.15PM- 1.00PM)
   (iii) 10.00AM-5.15PM  (Lunch- 1.15PM- 2.00PM)

   However, HD's/HS's may alter the timings based on their requirement ensuring that movement of individuals doesn't affect the night curfew restriction timings between 7.00PM to 7.00AM as per the MHA order.

2. All employees should wear face cover and ensure social distancing while commuting to and fro and while working at Office.

3. All HD's/HS's shall ensure social distancing through adequate distance between officials/staffs.

   However, activities should be carried out on strict compliance to the existing guidelines on lockdown measures.

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, Cbe-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.
6. The Regional / Research Centres of ICAR-SBI – Karnal /Kannur /Agali.
7. The Officer-in-charge (AKMU/CBT / PME/DBT / Library/Farm / Estate), ICAR-SBI, Coimbatore-7
8. The Nodal Officer (AEBAS), ICAR-SBI, Coimbatore-7
9. The Private Secretary to Director, ICAR-SBI, Coimbatore-7.
11. Reports & Returns Clerk (Estt )
12. Nodal Officer (Hindi).