OFFICE ORDER

F.No.18-12/2020-Estt

Dated: 19.05.2020

Ref: 1. MHA Order No:40-3/2020-DM-I(A) dated 17.05.2020
2. DoPT OM No:11013/9/2014-Estt.A.II dated 18.05.2020

As per DoPT OM cited (2) above, the Office Order No:18-12/2020-Estt dated 18.05.2020 regarding 100% attendance stands withdrawn. As per the DoPT Order, the attendance in respect of staff of ICAR-SBI, Coimbatore is regulated as follows till further orders:

1. All Principal and Senior Scientists/Officers of the level of Deputy Secretary and above shall attend office on all working days.
2. All Officers who have separate room shall attend office on all working days.
3. Other officers/staffs shall function with half the work force (i.e. 50%) and Head of Divisions/Sections will decide the working arrangement.
4. Those travelling by Public Transport may work from home if public transport is not restored.
5. All Officers/staff members shall always be available for official work and accessible through any electronic mode of communication.
6. The following timings are suggested for working in shifts for ensuring social distancing:
   (iv) 08.00AM-3.15PM (Lunch-11.15AM-12 Noon)
   (v) 9.00AM-4.15PM (Lunch-12.15PM-1.00PM)
   (vi) 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.

Bio-metric attendance shall continue to be suspended until further orders. 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 (Agrl. 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.
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).