Office Order

In order to contain the spread of Novel Corona Virus (COVID-19), Ministry of Home Affairs, Govt. of India, has issued consolidated guidelines vide order No. 40-3/2020-DM-I(A), dated 17-5-2020 and instructed that, lockdown shall continue to remain in force up to 31.05.2020.

In view of the communication received from the competent authority of the District Administration that IARI Campus does not fall under the Containment Zone now, the Competent Authority, Director, NCIPM has taken the following decisions:-

1. All scientists at the level 12 and above, Administrative Officer, Assistant Administrative Officer, Assistant Finance and Account Officer, and Chief Technical Officers will attend office w.e.f. 19-5-2020 including scientists/officers facilitated with single room irrespective of Level of Pay.
2. A roster has been prepared in which 50% of staff shall attend the office on alternate day and those not attending the office shall work from home. (Attached)
3. Social distancing must be maintained, such that those who sit in halls and where more than one official sits. Distance between seats of the two officials attending office on a particular day may be kept at about 10 feet.
4. The movement of individuals shall remain strictly prohibited between 7:00 P.M. to 7:00 AM except for essential activities.
5. Persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years, shall stay at home, except for essential and health purpose.
6. The staff must wear face mask at all time while in office premises and outside campus, and get their hands sanitized at entry gate.
7. Above order shall not apply for those employees/contractual work/project staff etc whose residences fall under containment area of Corona Virus declared by the State Govt./Union Territories/Govt. of India, as in and out movement is prohibited from the containment zone.

Scientists/Officers will decide the attendance of contractual (RA/SRF/YP) including skilled and unskilled attached with them.

(H. R. Sardana)
Director (NCIPM)

For Information to:
DDG (CS), Krishi Bhawan, New Delhi
ADG (PP) Krishi Bhawan, New Delhi
Roster of Staff working on alternate day

**Day 1 (19-05-2020)**
Sh. Satyendra Chandra, Technical Officer  
Sh. U.S. Mishra, T-I  
Sh. Pratap Singh Bisht, LDC  
Sh. Raj Kumar, SSS  
Sh. Mahesh Kumar, SSS  
Sh. Sunil Kumar, SSS

**Day 2 (20-05-2020)**
Sh. Satish Babu, Senior Technical Assistant  
Sh. Heera Lal Yadav, Technical Assistant  
Sh. Suresh Yadav, UDC  
Sh. Rajendra Shah, SSS  
Smt. Sarita Kumari, SSS  
Smt. Kamal Devi, SSS

Sh. Nirmal Kumar, STA and Sh. Suresh Pal, TA shall attend the office every day.