



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड, केरल, भारत
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E. F. No. 11(16)/COVID/HQ/2020-Estt.

Date: 22.04.2021

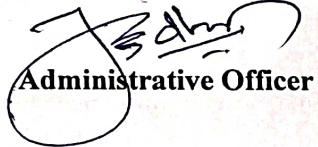
OFFICE ORDER

In view of the second wave of CoVID-19 and keeping in view the guidelines issued by DoPT, Ministry of Home Affairs, Government of India vide OM No.11013/9/2014-Estt.A-III dated 19th April 2021, duly endorsed by ICAR, it has been decided by the Competent Authority to implement the following measures under CPCRI with immediate effect:

1. ICAR-CPCRI, Kasaragod and all its Regional Stations and Research Centres and KVK, Kasaragod/Alappuzha shall function with a maximum of 50% of the actual staff strength from 23.04.2021 to 30.04.2021.
2. Physical attendance of the officers of the level of Under Secretary (Pay Level 11) or equivalent and below to be restricted to 50% of the actual strength. HOD may regulate the attendance of officials accordingly, and may, on administrative grounds, direct more officials to attend office. A roster may be prepared in this regard.
3. All officers of the level of Deputy Secretary, (Pay Level 12) equivalent and above are to attend office on regular basis.
4. All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
5. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
6. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home.
7. Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
8. Meetings, as far as possible, to be conducted through video-conferencing.
9. Entry of outsiders/visitors to be curtailed appropriately.
10. All officials who attend office shall strictly follow Covid-appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.

In view of the guidelines issued by the Govt. of Kerala, ICAR-CPCRI, Kasaragod, CPCRI Regional Station, Kayamkulam and KVK, Kasaragod and Alappuzha shall remain closed on 24.04.2021.

In view of guidelines issued by Govt. of Karnataka, CPCRI Regional Station Vittal, and CPCRI Research Centre, Kidu,, shall remain closed on 24.04.2021 and 01.05.2021.


Administrative Officer

Distribution :

1. The Acting PC (Palms)/All Acting HDs, CPCRI, Kasaragod
2. The Acting Head, Regional Station Kayamkulam/Vittal.
3. The SIC, Research Centre Mohitnagar/Kahikuchi/Kidu.
4. The Head, KVK, CPCRI, Kasaragod/Alappuzha
5. The Sr.Finance & Accounts Officer, CPCRI, Kasaragod
6. The Asst. Adm. Officer(Stores/Estt./Estate/Bills) & I/c Stores, CPCRI, Kasaragod
7. PME Cell/RTI&APAR Cell/Library/Hindi Cell/AKMU/Farm Section, CPCRI, Kasaragod
8. PS to Director/Website/Administrator e-Office.