



भाकृअनुप-केन्द्रीय रोषण फसल अनुसंधान संस्थान
कासरगोड़ - 671124, केरल, भारत
ICAR-Central Plantation Crops Research Institute
Kasaragod 671124, Kerala, India
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F.No. 11(16)/COVID/HQ/2020-Estt

Date: 05.11.2021

Circular

Pursuant to the directions contained in the DoPT OM No. 1013/9/2014-Estt.A-III dated 01.11.2021, duly endorsed by the Council vide Endr No. F.21 -2512021-CDN dated 5th November 2021, the Competent Authority has ordered to resume the bio-metric attendance for all employees of ICAR-CPCRI including KVKs with effect from 8th November 2021. Further, it shall be the responsibility of Acting HDs/Head of Station/SICs to ensure the following COVID-19 appropriate protocols:

1. All employees sanitize their hands before and after marking of attendance.
2. All employees while marking their attendance should keep physical distance of six feet.
3. All employees should wear mask/face covers, at all times, incl while waiting to mark their attendance;
4. As far as possible, designated personnel should be deployed near bio- metric stations to clean/wipe the touch-pad/scanner areas of biometric scanners frequently. Such personnel will also guide employees to maintain COVID appropriate behavior while in queue;
5. As far as possible, adequate number of biometric stations should be placed in an outside/open air environment. If indoor, adequate natural ventilation must be maintained; and
6. All offices shall undertake orientation of the employees on precautions to be followed.
7. Meetings, as far as possible, shall continue to be conducted on video- conferencing and personal meetings with visitors, unless necessary in public interest, are to be avoided.
8. All officers/staff shall strictly follow the COVID-appropriate behavior, at all times, in offices.

This is issued with the approval of the Competent Authority.

Digitally Signed by Pradeep
Kumar Vasu
Date: 05-11-2021 14:38:36
Reason: Approved
Administrative Officer i/c

Distribution to:

1. APC,(Palms)/AHD (Crop Imp/Crop Prdn/Crop Prtn/PBPHT.Soc.Sci CPCRI, Kasaragod
2. The Head, KVK, Kasaragod/Alappuzha.
3. The Acting Head, CPCRI, Regional Station, Kayamkulam/Vittal.
4. The Scientist in-charge, CPCRI, RC, Kidu/Kahikuchi/Mohitnagar.
5. Chief Finance & Accounts Officer I/c, CPCRI, Kasaragod
6. Chief Administrative Officer, CPCRI, Kasaragod
7. The Scientist-in-charge(PME Cell), CPCRI, Kasaragod
8. The Asst.Administrative Officer(Estt./Bills/Estate/F&A) & I/c Stores , CPCRI, Kasaragod
9. PS to Director/RTI & APAR cell/ Library/ Hindi cell/ AKMU
10. Administrator (e-Office), CPCRI, Kasaragod for placing the same in the e-office