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F.No.7(40)/Misc./Estt./2020-Estt.

Date: 03.07.2020.

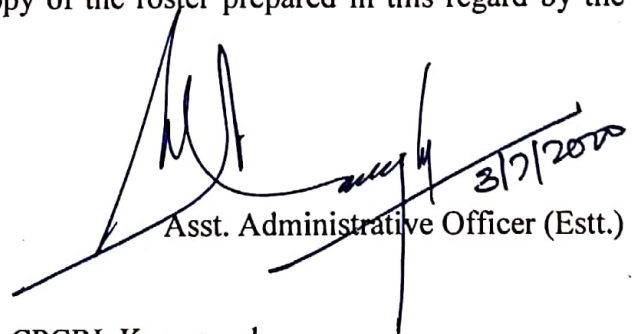
CIRCULAR

It is known to all that due to the widespread outbreak of COVID-19 in Kasaragod District, the Headquarters CPCRI Kasaragod was closed down for one week from 21.03.2020, pursuant to the Govt. of Kerala (G.o(MS) No.47/2020/GAD Dated 20.03.2020). Meanwhile, a nationwide complete Lockdown was also imposed from 25.03.2020.

Subsequently, based on the various Govt. of India orders and directions of the District and the State Govt. Authorities this Institute started functioning from 20.04.2020. A Brief of the functioning of the Institute in the previous in few months is give in the below table.

Sl No.	From	To	Comments
01.	21.03.2020	19.04.2020	Complete Lockdown
02.	20.04.2020	03.05.2020	100% Attendance in r/o officer in Level-12 above and 1/3 rd of the remaining staff.
03.	04.05.2020	21.05.2020	Functioning in a full fledged manner.
04.	22.05.2020	31.05.2020	100% Attendance in respect officer in Level-12 above and 50% Attendance of remaining staff.
05.	01.06.2020	---	100% Attendance of all categories.

In view of above it is requested to all AHDs/APC(P)/Head (KVK)/Head of Sections may please provide the details of employees who have not attended the office during the above period (excluding period of complete lock down) and a copy of the roster prepared in this regard by the concerned Division Heads.


Asst. Administrative Officer (Estt.)

Copy to:-

1. The Acting PC (Palms)/All Acting HDs, CPCRI, Kasaragod
2. The Head, KVK, Kasaragod.
3. The Chief Administrative Officer, CPCRI, Kasaragod
4. The Sr. Finance & Accounts Officer, CPCRI, Kasaragod
5. The Asst. Adm. Officer/(Estt./Bills/Estate) & I/c Stores, CPCRI, Kasaragod
6. PME Cell/RTI&APAR Cell/Library/Hindi Cell/AKMU/Farm Section, CPCRI, Kasaragod
7. PS to Director / Website
8. Guard File.