



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान
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CIRCULAR

In view of the guidelines issued by the Department of Personnel & Training of the Ministry of Personnel, Public Grievances and Pensions, the following clarification is hereby issued to regularize the period of absence of employees during lock down and periods subsequent to lock down.

S No	Situation	Clarification
01	Government Servants who were on official tour and were unable to return to their Headquarters (HQs) due to non-availability of Public Transport	Deemed to have joined duty on the date of expiry of official tour, if intimation in any form, indicating difficulty in joining duty due to non-availability of public transport/ flights, has been given by the Government servant to the office.
02	Government servants who were on leave prior to issue of lockdown orders and the leave ended during lockdown period.	Deemed to have joined duty from the date of expiry of leave, if intimation in any form, indicating difficulty in joining duty due to non-availability of public transport/flights has been given by the Government servant to the office.
03	Government servants who left HQ on the week-end prior to lockdown, but could not return to HQ due to non-availability of transport.	Deemed to have joined on 23.03.2020, if intimation, in any form indicating difficulty in joining duty due to non-availability of public transport has been given by the Government servant to the office.
04	Government servants who were on leave prior to issue of orders on lockdown with effect from 25.03.2020 and the leave expired during the lock down period, but who wish to curtail the leave before expiry	Curtailment of sanctioned leave may not be agreed to, unless allowed by the leave sanctioning authority only in rare cases based on official exigency.

	and join duty.	
05	All Officers in level 12 and above and those who were allotted single seater rooms could not attend the Office from 20.04.2020 due to non-availability of public transport	The Govt. Servant shall apply eligible regular leave for the period of their of absence.
06	All other employees (below level 12) who were unable to report for duty as per the roster due to non-availability of public transport.	The Govt. Servant shall apply eligible regular leave for the period upto the date of their absence
07	When the Office was under lockdown or the official's residence falls in containment zone	They may be permitted to work from home
08	When the Government Servant enters in self quarantine as per the orders of the Government.	They shall apply regular leave during quarantine period.

The above guidelines are for information and for strict compliance by all the concerned staff.



(HAREESH NAIR)

Chief Administrative Officer

Copy to :-

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