



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड़, केरल, भारत
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F. No.7(40)/Misc/Estt/2015

Date:23.04.2020

OFFICE ORDER

In continuation of this Office Circular of even number dated 17.04.2020 and in pursuance of the Ministry of Home Affairs, Government of India Order No.40-3/2020-DM-I(A) dated 21st April 2020, regarding revised additional Guidelines on the measures to be taken for the containment of COVID-19 in the country, it has been decided to function CPCRI Kasaragod (Headquarters) and KVK, Kasaragod w.e.f. 24th April 2020 onwards, until further orders, subject to following:-

1. All officers in the level 12 and above shall mandatorily attend the office w.e.f. 24th April, 2020 onwards.
2. Those officials who have been provided with single seater rooms for official work would also attend the office on all working days w.e.f. 24th onwards.
3. For the remaining staff, HD's/In-Charge of the concerned Divisions/KVK are authorized to draw up a roaster of persons working in the respective Divisions/KVK, who are required to render their services in each Divisions/KVK, on rotation basis, up to 33% of the total strength.
4. The Officers during the stay at home should mandatory ensure that they are always accessible on mobile and other electronic methods and they should attend the office, if called for in case of exigency of work.
5. All officers should make their own arrangements to come to office. They should always carry their ID cards with them and should wear mask while attending office.

All the precautions and guidelines contained in the Ministry of Home Affairs issued by the Government of India / State Government, from time to time, should be strictly adhered to.

This Office Order will not apply to those officials who are residing in the containment zones, as demarcated by the respective Government Authority, since no movement of persons are allowed in these areas/zones.

Chief Administrative Officer

Copy to :-

1. The Dy. Director General (Hort. Sciences), ICAR, KAB-II, Pusa, New Delhi-110 012.
2. The Director (Hort. Science), KAB-II, ICAR, New Delhi-110012.
3. The Director (Admn), ICAR, Krishi Bhavan, New Delhi-110 001.
4. The Director (Finance), ICAR, Krishi Bhavan, New Delhi-110 001.
5. The Acting PC (Palms)/All Acting HDs, CPCRI, Kasaragod
6. The Acting Head, Regional Station Vittal/Kayamkulam.
7. The SIC, Research Centre Kidu/Mohitnagar/Kahikuchi.
8. The Administrative Officer, CPCRI, Kasaragod
9. The Sr.Finance & Accounts Officer, CPCRI, Kasaragod
10. The Drawing & Disbursing Officer, CPCRI, Kasaragod.
11. The Asst. Adm. Officer(Stores/Estt./Estate) & I/c Stores, CPCRI, Kasaragod
12. PME Cell/RTI&APAR Cell/Library/Hindi Cell/AKMU/Farm Section, CPCRI, Kasaragod
13. PS to Director/Website.
14. Guard File.