



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड़, केरल, भारत  
ICAR- CENTRAL PLANTATION CROPS RESEARCH INSTITUTE  
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F. No. 11(2)ClosingofRS/RC/Covid/2020-Estt

Date: 22.06.2021

### **OFFICE ORDER**

The Govt. of Karnataka vide their orders No. RD 158 TNR 2020 dated 19.06.2021 has further extended the implementation of the guidelines to break the chain of COVID-19 transmission in the state and have ordered for functioning of establishments with 50% attendance from 6.00 AM of 21.06.2021 to 5.00 AM on 05.07.2021. Accordingly, the Competent Authority of this Institute has ordered that ICAR-CPCRI Regional Station, Vittal and ICAR-CPCRI Research Centre, Kidu shall function with 50% staff from 21.06.2021 to 05.07.2021.

1. Head, CPCRI (RS), Vittal/Scientist in-charge, CPCRI (RC), Kidu may prepare a roster to regulate the attendance of officials working at RS/RC, and may, on administrative grounds, direct more officials to attend office
2. 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.
3. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
4. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home.
5. Crowding in common areas is to be strictly avoided.
6. Meetings, as far as possible, to be conducted through video-conferencing.
7. Entry of outsiders/visitors to be curtailed appropriately.

All the employees and contractual staff attending the office during this period shall strictly comply with COVID-19 guidelines, viz. sanitizing, wearing face mask maintaining social distance etc.

**Administrative Officer**

### **Distribution :**

1. The Dy. Director General (HS), 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 Kayamkulam/Vittal.
7. The SIC, Research Centre Mohitnagar/Kahikuchi/Kidu.
8. The Head, KVK, CPCRI, Kasaragod/Kayangulam
9. The Sr. Finance & Accounts Officer, CPCRI, Kasaragod
10. The Asst. Adm. Officer(Estate/Bills/F&A) & I/c Stores, CPCRI, Kasaragod
11. PME Cell/RTI&APAR Cell/Library/Hindi Cell/AKMU.
12. Administrator, e-Office, CPCRI, Kasaragod