



भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड़ - 671124, केरल, भारत  
**ICAR-Central Plantation Crops Research Institute**  
Kasaragod 671124, Kerala, India  
(An ISO 9001:2015 Certified Institution)



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E. F. No. 11(16)/COVID/HQ/2020-Estt.

Date : 13.01.2022

**OFFICE ORDER**

Considering the recent surge in COVID-19 positive cases at ICAR-CPCRI, HQ Kasaragod and its Regional Stations and Research Centres over the past few days and keeping in view of the guidelines issued by DoPT, Ministry of Home Affairs, Govt. of India duly endorsed by ICAR vide dated 4<sup>th</sup> January 2022, the following measures will be implemented upto 31<sup>st</sup> January 2022 in the Institute.

- Physical attendance of Officers and staff members below the level of Under Secretary is restricted to 50% of the actual strength and the remaining 50% of staff shall work from home. A roster must be prepared by the Sections-in-Charge/HODs, CPCRI Hqs.& its Regional Stations & Research Centres for smooth functioning of the Institute.
- All officers of the level of Under Secretary and above are to attend office on regular basis.
- Persons with Disabilities and Pregnant women employees are exempted from attending office, but they shall continue to work from home.
- All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- Those officers/staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times.
- Meeting, as far as possible, shall be conducted on video-conferencing and personal meeting with visitor, unless absolutely necessary in public interest, are to be avoided.
- All Officer/Staff have to ensure strict compliance with COVID appropriate behaviour viz. frequent washing of hands, wearing mask/face cover, observing social distancing at all times.
- Proper cleaning & frequent sanitization of workplace, particularly of the frequently touched surface may be ensured. HoDs/SICs may ensure non-crowding in corridors, canteens etc.
- All employees are to ensure strict compliance of instructions on COVID appropriate behaviour issued by MHA, MOH&FW and DoPT from time to time.
- ICAR-CPCRI Headquarters at Kasaragod and CPCRI RS, Kayamkulam and both KVKs at Kasaragod and Kayamkulam shall remain closed on Saturdays, subject to review of the situation every week upto 31.01.2022.
- No staff should leave the HQ without the prior approval of the Competent Authority.

This is issued with the approval of the Director, CPCRI.

(Jenny CM)  
Administrative Officer

**Distribution :**

1. The Acting PC (Palms)/All Acting HoDs, CPCRI, Kasaragod
2. The Acting Head, Regional Station Kayamkulam/Vittal.
3. The SIC, Research Centre Mohitnagar/Kahikuchi/Kidu.
4. The Head, KVK, CPCRI, Kasaragod & Head KVK, CPCRI, Kayamkulam.
5. The Chief Administrative Officer, CPCRI, Kasaragod
6. The Administrative Officer, CPCRI, Kasaragod.
7. The Finance & Accounts Officer, CPCRI, Kasaragod
8. The Asst. Adm. Officer(Accounts/Estt./Bills/Estate) & I/c Stores, CPCRI, Kasaragod
9. PME Cell/RTI&APAR Cell/Library/Hindi Cell/AKMU/Farm Section, CPCRI, Kasaragod
10. PS to Director/Website/Administrator e-Office.

