

**ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
ADENWALA ROAD, MATUNGA, MUMBAI – 400 019**

F.No.I/Admn.I/Covid/19-20

Dated: 19th May, 2020

OFFICE ORDER

In continuation of this Institute's Office Order dated 17th May, 2020 regarding extension of lockdown up-to 31st May, 2020 and subsequent Office Memorandum F.No.11013/9/2014-Estt.A.III dt.18-5-2020 issued by DOPT, duly endorsed by ICAR Headquarters vide letter dated 19-05-2020 regarding attendance. Reference is also invited to Order No.DMU/2020/CR.92/DisM-1, dated 19th May, 2020 issued by the Department of Revenue and Forest, Disaster Management, Government of Maharashtra, Mumbai regarding the revised guidelines during the extended period of Lockdown for the containment of COVID-19 in the State.

The provisions stipulated in the aforesaid DOPT Order, duly endorsed by ICAR and Order issued by Govt. of Maharashtra are circulated below for necessary action and compliance:

- 1) All Scientists at the level Sr. Scientists, Chief Technical Officers and above shall attend office w.e.f. 20-5-2020 on all working days.
- 2) For regulating the attendance of officers and staff below the level of Deputy Secretary, all Heads of Divisions/Sections shall prepare a roster and communicate to the concerned officers/staff so as to ensure that 50% of the said officers and staff attend office w.e.f. 20-05-2020 on every alternate day. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.
- 3) Social distancing must be maintained, such that those who sit in halls and where more than one official sits, distance between seats of the two officials attending office on a particular day may be kept at about 10 feet.
- 4) All Heads of Divisions/Sections must ensure compliance of guidelines as detailed in MHA order dated 15-04-2020, dated 1-5-2020 and dated 17-5-2020 regarding maintenance of office premises/work spaces/cleanliness/sanitation/thermal screening etc. and other instructions contained in those orders and the subsequent changes from time to time.
- 5) All Heads of Divisions/Sections shall ensure 100% installation of Aarogya Setu Apps (as a safety measure to each individual) on the mobiles of the officers/officials working under their control.
- 6) The staff should carry a valid Office Identity Card and compulsorily wear face mask at all time while in office premises and outside campus and get their hands sanitized at entry gate and at regular intervals.
- 7) The staff on duty would maintain social distancing during the lunch time.
- 8) The staff or other family members who come from other State shall follow home quarantine for a period of 14 days. Such information must be given to the office establishment.

9) The Head of the Regional Units may follow the orders issued by the respective State Govts./Local Authorities/State Agricultural Universities/regional ICAR Institutes in this regard. However, it is expected that the essential work would be carried out to the extent possible.

10) The above order shall not apply for those employees/contractual workers/project staff etc. whose residences fall under Containment area of Corona Virus declared by the State Govt./Govt. of India, as in and out movement is prohibited from the containment zone.

11) The above instructions shall be in force with immediate effect and until further orders. Bio-metric attendance shall continue to be suspended until further orders.



(P.G. Patil)
Director

Circulation:

1. All Heads of Divisions/Sections, CIRCOT, Mumbai. They are hereby instructed to inform the same to all the staff members working under their control for strict compliance.
2. Officer In-charge, GTC, Nagpur.
3. All Officer In-charges of regional units of CIRCOT located at Coimbatore (TamilNadu), Surat (Gujarat), Dharwad (Karnataka) and Guntur (Andhra Pradesh) and Sirsa (Haryana).
4. Sr. Administrative Officer, CIRCOT, Mumbai
5. Finance & Accounts Officer, CIRCOT, Mumbai
6. Security/Guest House In-charge, Mumbai
7. Vehicle In-charge, CIRCOT, Mumbai

Copy submitted for kind information to:

1. PSO to Secretary (DARE) and Director General (ICAR)
2. PPS to Additional Secretary (DARE) and Secretary (ICAR)
3. PPS to DDG (Ag. Engg.), ICAR, New Delhi.
4. ADG (PE)/ADG (FE), ICAR, New Delhi
5. Director (Finance), ICAR, New Delhi