



F.No. 2-640/20-A-I

Dated 27th July, 2020

OFFICE ORDER

Sub: Preventive measures to contain the spread of COVID-19 – Reg.

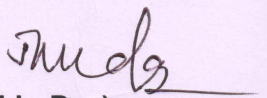
In accordance with the directives issued by Government of India, Ministry of Home affairs vide their order No. 40-3/2020-DM-I(A) dated 29-06-2020 duly endorsed by ICAR vide No. GAC-21-24/2020-CDN dated 01-07-2020, all the Officers and Officials are required to follow the following directives:

1. The Office will continue to function on all working days with the attendance of all categories of staff of the institute including RAs, SRFs and contractual staff following the guidelines issued from time to time by ICAR/Government of India and Government of Telangana.
2. Those employees who are residing in the containment zones can work from home, provided that they certify to the effect that they are residing in a containment zone. Such officers/staff should be available on telephone and electronic means of communications at all times.
3. Wearing of face cover is compulsory in public places; in workplaces; and during transport.
4. Individuals must maintain a minimum distance of 6 feet in public places.
5. Use of Aarogya Setu is mandatory for all employees, whosoever have not been able to download Aarogya Setu App so far are requested to download the same at the earliest.
6. Physical meetings are required to be avoided. Virtual meetings may be conducted on need basis.
7. There shall be strict ban on consumption of Gutka, Tobacco, etc., within the office premises and spitting shall be strictly prohibited. Spitting in public places will be punishable with fine, as may be prescribed by the State / UT local authority in accordance with its laws, rules or regulations.

Additional directives to be followed in the Office.

- i. **Staggering of work/ business hours** may be decided by the HODs/ Officer in-charges.
- ii. **Screening & hygiene:** Provision for thermal scanning, hand wash and sanitizer will be made at all entry and exit points and common areas.
- iii. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact eg. Door handles etc., will be ensured, including between shifts.
- iv. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers, adequate gaps between shifts, staggering the lunch break of staff etc.,

This is issued with the Approval of the Director.


(J.N.L. Das)
Sr. Admn. Officer.

Distribution:

1. All Scientific, Technical, Administrative and Skilled Supporting Staff
2. All Heads of Divisions / Sections / Units / Officer Incharges
3. PS to Director / PA to Joint Director / PA to JD(A)&R
4. The Under Secretary (Ag. Edn.), ICAR – for kind information
5. Guard File.