

ICAR-NATIONAL ACADEMY OF AGRICULTURAL RESEARCH MANAGEMENT

Rajendranagar, Hyderabad – 500030 (TS) India

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

April 21, 2021

CIRCULAR

It is brought to the notice of all that due to unprecedented rise in the number of COVID-19 cases, instructions / SOP / guidelines are being issued from time to time by ICAR, Government of India and Government of Telangana State to contain the spread of COVID-19 pandemic.

2. As part of the above measures, Govt. of TS has imposed night curfew from 09.00 p.m. to 05.00 a.m. till 30th April 2021 vide G.O.Ms.No.87 dated 20.04.2021 of General Admin. Deptt.

3. Further DoPT has also issued instructions on Preventive measures to contain the spread of Novel Corona virus (COVID-19) and attendance of Central Govt. Officials vide O.M.No.11013/9/2014-Estt.A-III dated 19.04.2021 duly endorsed by ICAR vide GAC-21-6/2021-CDM dated 20.04.2021. Some of the significant instructions are as detailed below:

- (i) As per DoPT OM dated 19.04.2021, physical attendance of the officers of the level of Under Secretary or equivalent and below to be restricted to 50% of the sanctioned strength. Accordingly, a roster will be prepared considering the requirement of office work.
- (ii) All officers of the level of Deputy Secretary or equivalent and above are to attend office on regular basis.
- (iii) All officials who attend office shall strictly follow Covid - appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- (iv) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- (v) The staff working from home should be available on telephone and other electronic means of communication.
- (vi) Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home until further orders.
- (vii) Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
- (viii) Meetings, as far as possible, to be conducted through video-conferencing.
- (ix) Entry of outsiders / visitors to be curtailed appropriately.
- (x) In compliance of DoPT OM of even number dated 06.04.2021 all employees of the age of 45 years and above are advised to get themselves vaccinated.

4. All the employees of the Academy are therefore requested to ensure strict compliance of instructions on COVID-appropriate behaviour issued from time to time by MHA, MoH&FW, DoPT, ICAR and Govt. of Telangana State.

5. In compliance of the staggered timings indicated by DoPT, it has been decided to following staggered timings by Officers, Staff, YPs, Research Staff, CLTS etc. in the Academy as detailed below to avoid-overcrowding the premises.

- (1) 09.15 A.M. to 04.15 P.M.
- (2) 09.45 A.M. to 04.45 P.M.
- (3) 10.15 A.M. to 05.15 P.M.

6. Accordingly, all the Heads of Divisions and Officers In-charge are requested to finalise the duty timings of Officers, Staff, YPs, Research Staff, CLTS etc. under their control as per the requirement of the concerned Division / Unit / Section. The arrangement so made may kindly be communicated to the office for record and to update the same in the ERP etc.

7. In addition to above, the Administrative Building will be sanitized on 21.04.2021. All Administrative and Financial Staff are hereby ordered to work from home on 21.04.2021.

8. The above instructions / guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.

This is issued with the approval of the Director.


(B.D. Phansal) 21/04/2021
Joint Director (A) &
Registrar

Distribution (through NAARM Webmail):

1. **All employees of the Academy**
2. **Heads of all Divisions**
3. **Officers in-charge of all Service Units / Sections**
4. **Nodal Officer, ICAR ERP-MIS/FMS**
5. PS to Director
6. PS to Joint Director
7. PA to JD(A)&R
8. PA to CF&AO
9. **ICAR-NAARM Website**
10. Guard File (Estt.Section)