

ICAR-NATIONAL ACADEMY OF AGRICULTURAL RESEARCH MANAGEMENT

Rajendranagar, Hyderabad – 500030 (TS) India

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

January 05, 2021

OFFICE ORDER

In view of the surge in cases of COVID-19, necessary directives have been issued by Govt.of India vide DoPT OMs F.No.11013/9/20214-Estt.A-III dated 03.01.2022 (*duly endorsed by ICAR vide F.No.GAC-21-6/2021-CDN dated 04.01.2022*) as preventive measures to contain the spread of Novel Coronavirus (COVID-19).

Accordingly, the Competent Authority has decided that all the employees including contractual and project staff shall comply with the following preventive measures at the Academy:-

- (1) Marking of attendance in Aadhaar Enabled Biometric Attendance System (AEBAS) shall be suspended with immediate effect till 31.01.2022.
- (2) Attendance shall be marked in the self-check-in and check-out system as was done earlier.
- (3) Physical attendance of employees below the level of Under Secretary shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster shall be prepared accordingly and communicated to office by all the Divisions and Service Units / Sections.
- (4) All officers of the level of Under Secretary & above (Pay Level # 11 and above in r/o Scientific and Technical Categories) are to attend office on regular basis.
- (5) Persons with Disabilities and Pregnant women employee shall be exempted from attending office but are required to work from home.
- (6) All the Officers / Officials / Contractual Staff and CLTS in the Academy shall follow staggered timings, to avoid over-crowding, as indicated below:-
 - (a) 09.15 AM to 04.15 PM
 - (b) 09.45 AM to 04.45 PM

Contd.2.,

- (7) All officers / staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified.
- (8) 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.
- (9) Meetings, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (10) All officers / staff have to ensure strict compliance with COVID-appropriate behaviours viz., **frequent washing of hands / sanitization, wearing of mask / face cover and observing social distancing at all times.**
- (11) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. **All shall ensure non-crowding in corridors, canteens etc.**

All the Heads of Divisions and Officers In-charge of all the Service Units / Sections should bring the contents of this Office Order to the notice of all the personnel working under their control.


(B.D. Phansal) 05/01/2022

Jt. Dir. (A) & Registrar

Distribution (through NAARM Webmail):

1. **All employees of the Academy**
2. OIC, CNS with the request to keep the self-check-in / check-out facility in place for all the employee including contractual and project staff.
3. Nodal Officer, AEBAS / MIS-FMS
4. PS to Director
5. PS to Joint Director
6. PA to JD(A)&R
7. PA to CF&AO
8. **ICAR-NAARM Website**
9. Guard File (Estt. Section)