



भा.कृ.अनु.प..भारतीय कृषि अनुसंधान संस्थान, नई दिल्ली- 110012

ICAR-- Indian Agricultural Research Institute, New Delhi- 110012

(A UNIVERSITY UNDER SECTION 3 OF UGC ACT, 1956)

Phone – 011-258 42390/95, Website – www.iari.res.in



No. E&P/Corona/2021/

Date - 09/05/2021

### Office Order

Whereas, the Competent Authority has decided to carried out only essential services in the ICAR-IARI, New Delhi upto **07/05/2021** to prevent the spread of COVID-19 virus vide office order no. E&P/Corona/2021, dated **01/05/2021**.

Whereas, the most of the officers/officials/Residents of ICAR-IARI campus have recovered or gradually recovering; who are affected from COVID-19 virus; with the help of medication & treatment, collaborative efforts of IARI families under guidance & leadership of Hon'ble Director. .

Keeping in view of above fact, therefore, the Competent Authority has decided that:-

1. Essential services of the institute like; farm based research activities, Security service and ME unit for sanitizations & cleaning will be carry out with compliance of preventive norms of COVID-19 upto **15/05/2021**. After onwards, all officers/officials are advised to attend the office with 50% of staff in routine manner upto the level of AAO/ Technical officer. All the officers/official, sitting in separate room/cabin, should attend the office in all working days.
2. All HoD/In-charge of unit/section may carry out only essential activities with bare minimum staff as per their need with compliance of preventive norms of COVID-19 upto **15/05/2021**. After onwards, All HoD/In-charge of unit/section should prepare a attendance roaster for all officers/officials under his/her supervision to ensure the 50% attendance of staff in routine manner upto the level of AAO/ Technical officer.
3. Head of Finance may carry out only essential financial activities like; release of payment of time bound & essentially required vouchers and bills or government taxes/dues, if any with bare minimum staff as per their need upto **15/05/2021**.
4. During this period, all other officials and staffs are required to **work from home** and shall be available over telephone & electronic means of communications at working hours and are not allowed to leave the HQ. They will also liable to attend the office in view of urgency, if any decided/called by the concerned controlling authority.
5. The general & preventive directive issued by MHA, DoPT, MoH&FW & Government of Delhi in time to time, should be strict followed by all IARI officials/staffs,

This issues with the approval of Director, ICAR-IARI.

(Ajay Kumar Soni)

Sr. Administrative Officer

Copy to:-

1. PS to Director /JD(Res.) /JD(Extn. /JD(Edu.) / JD(A) / PD/Comptroller/Dean(PGS) /CAO-I for kind information.
2. PS to DDG (CS)/DS, ICAR for kind information.
3. All HoD/In-charges of the Divisions/ Regional stations/Sections/Units of IARI.
4. Sh. Veer pal Singh, Security In-charge/ In-charge, ME Unit, ICAR-IARI, New Delhi for strict compliance/In-charge, AKMU with the request to upload this on IARI website.
5. All Notice Boards of the Institute.