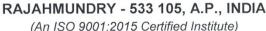
## ICAR-Central Tobacco Research Institute

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Dated: 24.04.2020



## OFFICE ORDER

In continuation of the earlier order of even number, dated 18.04.2020, the Endorsement of the guidelines issued by MHA vide. No. 40-3/2020-DM-I(A), dated 21.04.2020 and in line with the ICAR OO No.ADMN.33-1/2020-Estt.I, dated 23.4.2020, it is informed that the relaxations in provisions of lockdown w.e.f. 20.04.2020 conveyed vide this OO F.No.1(COVID-19)/2020-21/Adm.1, dated 18.04.2020 shall not be applicable to the Officers and Staff of the ICAR-CTRI establishments/Stations/Farms etc. falling in the containment zones/Clusters identified for containing COVID-19 in the different states. Accordingly, it is decided that:

- 1. All the CTRI establishments/Stations/Farms etc. will continue to work with barest skeletal staff to take care of the essential research and other services, if they fall under containment zones/clusters of COVID-19 as defined by local administration in different states.
- 2. All the staff members residing in the containment zones/clusters are not to attend office and may work from home.
- 3. All officers and staff are to follow strictly the social distancing, personal hygiene and other norms of lockdown while attending to essential services/duties. All Staff need to extend full cooperation in compliance of restrictions with regard to containment zones/clusters.

These issues with the approval of the Competent Authority.

(V. BHAGYA LAKSHMI) SR. ADMINISTRATIVE OFFICER i/c

## Distribution:

- All the HODs/Heads of Res. Stations/KVKs-02/Sections/Units/SFAO are requested to bring the contents among the staff under their control for information and further necessary action.
- 2. OIC-AKMU / In-charge Computer cell with a request to place it on institute website
- 3. Copy to PS to Director, ICAR-CTRI, Rajahmundry
- 4. Copy to PPS to DDG(CS), ICAR, Krishi Bhavan, New Delhi for kind information of Hon'ble DDG (CS), ICAR, New Delhi