ICAR-Central Tobacco Research Institute
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F.No.1(COVID-19)/2020-21/Adm.1  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 23.04.2020,
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:

1. All the HODs/Heads of Res. Stations/KVKs-O2/Sections/Units/SFAO are requested to
   bring the contents among the staff under their control for information and further
   necessary action.
2. OIC-ARMU / 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