

ICAR-Central Tobacco Research Institute

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F.No. 1(COVID-19)/2019-20/Adm.I

Dated 24th March, 2020

CIRCULAR

In view of the preventive measures being implemented to contain the spread of COVID-19 and as per the general instructions given by the DoPT Order F.No.11013/92014-Estt(A-II),dated 22.03.2020, Govt. of India as well as ICAR and State Governments and the widespread lock-downs being enforced, it is decided to run the Institute with skeletal (barest minimum) staff and without adversely affecting the essential/critical services/activities of the Institute and its Research Stations during the period from 24th to 31st March, 2020. Accordingly, all the staff of this Institute is advised to stay in their home and make themselves available on phone and other electronic communications to attend the any essential services/exigency, if required.

All the Heads of Divisions/Stations/KVKs/Sections/Units are requested to identify essential activities in their Division/Station/Section/Units and manage them by deploying/involving minimum number of personnel. A note on these essential activities and the way they are managed may please be submitted to this office for record.

Security and maintenance services such as House-keeping, water-supply and electrical etc. shall continue uninterrupted.

This is issued with the approval of the Director.


(V. BHAGYA LAKSHMI)

SR. ADMINISTRATIVE OFFICER i/c.

Distribution:

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

Copy to PPS to DDG(CS), ICAR, Krishi Bhavan, New Delhi for kind information of hon'ble DDG (CS), ICAR.

Copy to the Director (SD), ICAR, Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi-110 001 for kind information.

Copy to the Dy. Secretary (CS), ICAR, Krishi Bhavan, New Delhi- 110 001 for kind information.

PS to Director for kind information of the Director.