



File No.-1-2/2016-PS(JD-Adm.)

Dated:17.03.2020

CIRCULAR

Sub: Preventive measures to be taken to contain the spread of Noval Coronavirus (COVID-19)-reg.

In compliance to DOPT OM 11013/9/2014-Estt.A.III, dated 17th March, 2020, necessary following steps are being taken to contain the spread of Noval Coronavirus (COVID-19):

1. Entry of any visitors in any office of IVRI is suspended with immediate effect. No visitor should be allowed to enter the building unless he/she has explicit permission of the official he is supposed to meet.
2. Entry of employees in the building, other than those posted there is not allowed with immediate effect. Any query regarding files/bills etc must be done on phone/extension.
3. Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
4. All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL:
mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf
5. The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
6. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. Such employees must not be exposed to any front-line work requiring direct contact with the public.
7. All the gyms/recreation centres/canteens located in campus are being closed until further orders.


(Rakesh Kumar)
Joint Director(Adm.)

Circulation:

1. PS to the Director, for information.
2. All Scientific/Administrative/Technical staff for information and compliance.
3. Security Officer, IVRI, for strict compliance of point 1 & 2.
4. Coordinator (Security), IVRI for compliance of point 1 & 2.
5. Security Officer, CARI, through Director, CARI for strict compliance of point 1 & 2.
6. Incharge, ARIS Cell, for uploading on institute website and circulation via email.