



भा0कृ0अ0प0- भारतीय पशु-चिकित्सा अनुसंधान संस्थान  
इज्जतनगर - 243122 (उ0प्र0), भारत



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F. No. 62-2/20-E.1

Dated: 18<sup>th</sup> April, 2020

**OFFICE ORDER**

Pursuant to order No. 40-3/2020/DM-1(A) dated 15.04.2020 in connection with the guidelines as to functioning of the central government departments, it has been decided that the Centre shall function with 100 per cent attendance of Deputy Secretary and levels above and 33 per cent of the remaining officers/staff as per requirement. **w.e.f. 20<sup>th</sup> April, 2020** based on strict compliance to the existing guidelines of lockdown measures with regard to social distancing.

1. With effect from the coming 20<sup>th</sup> April, 2020 and up to 03<sup>rd</sup> May, 2020 during the above extended Lockdown period, **all the Scientists and Officers, serving in Level-12 (i.e. pre-revised GP of Rs. 7,600/-) and above, have to physically attend office on all working days**, whereas **33% of the remaining Scientists/Officers/employees (i.e. those serving in Level-11 and below) would physically attend office by turns**, as per the Duty-Roster to be maintained by their respective Controlling Officers.
2. Further, **those officials who have been provided single seater rooms for official work, would attend office on all working days.**
3. All the aforementioned Officers/employees have to come to office, using their own conveyance and duly carrying their Identity Cards while properly covering themselves with face-masks and other personal protection gear to safeguard themselves against potential COVID-19 infection.
4. However, the other Officers/employees, not required to attend office on a certain day, may also remain fully prepared to be called for emergency duty in exigencies, for which they would be electronically informed through telephone/mobile or email/whatsapp.

It is hereby further informed to all that in case any Corona hotspot (i.e. Red zone) is notified by the local State Government around the residential area of any of the employees, he/she must promptly inform the same to this office and must avoid to physically attend the office in such a critical situation.

All the officers/staff are hereby instructed to maintain the social distancing and to wear face-cover which is compulsory in all public places & also while working in their sections/Divisions.

This issues with the approval of the Director.

  
(Rakesh Kumar)  
Joint Director(Admn.)

**Copy to:-**

1. All the JDs/Head/Incharges/Comptroller/CAO/SAOs/AO/AOs, IVRI, Izatnagar/Banagalore/Mukteswar/Palampur/Kolkata/Pune for kind information and implementation.
2. The Under Secretary (AS), ICAR, New Delhi.
3. The Director (Personnel), ICAR, New Delhi.
4. The District Magistrate, Bareilly for information and necessary arrangements.
5. The Superintendent of Police, Bareilly for information and necessary arrangements.
6. The SHO, Thana, Izatnagar, Bareilly for information and necessary arrangements.
7. The Security Officer, IVRI, Izatnagar.
8. The Incharge, ARIS Cell for uploading the circular on the Institute's Website.
9. Notice Board.