



F. No. 62-2/2013-E-I

Dated 21st March, 2020

Circular

In the wake of recent outbreak of coronavirus Ministry of Personnel, Public Grievances and Pensions Department of Personnel & Training has issued a memorandum dated 19 March, 2020.

As per the content of the memorandum all the JDs/HDs/InCharges/Station InCharges/AAOs are directed to ensure following points:-

- 1- 50 percent of Group B and C employees and contractual staff are required to attend office every day, and the remaining staff should be instructed to work from home.
- 2- A weekly roster is to be maintained by the concerned InCharge (s) for duty of Group B and C staff and contractual staff and ask them to attend office on alternate weeks or as per the exigency of the work, keeping in view that the work of the Division/Sections can be managed.
- 3- While deciding the roster for the first week, officials who are residing in close proximity of office and using their own vehicles for transport should be included.
- 4- For the employees who attend office on a particular day duty hour should be staggered and timing of leaving the office should be flexible so as no group of staff shall leave office on same time.
- 5- In order to avoid congestion during leaving the office the duty timing can also be extended as per the discretion of InCharge (s).
- 6- Officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all time. They should attend the office, if called for any exigency of work.
- 7- These instructions shall not apply to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.
- 8- These instructions are in force with immediate effect and will remain in force till 4th April, 2020.

This issues with the approval of the Director

The Hindi version will follow.


(Rakesh Kumar)
Joint Director (Adm.)

Distribution:-

1. All the JDs/H.Ds/Incharges/Comptroller/CAO/SAOs/AO/AAOs, IVRI, Izatnagar / Bangalore / Mukteshwar/Palampur/Kolkata/Pune for kind information and implementation.
2. The Security Officer, IVRI, Izatnagar
3. Notice Board.