

**ICAR-Central Sheep and Wool Research Institute, Avikanagar
Tehsil-Malpura, Distt. – Tonk, Rajasthan – 304501**

F.No. 6(110)Covid/2020/2038

Date – 16.04.2021

OFFICE ORDER

In compliance to council's office order no. Admn. 33-1/2020-Estt.I dated 15.04.2021 following guidelines are to be followed with immediate effect until further orders:-

01. Officials who sit in halls and where more than one official sits, the seating arrangement is to be so kept that distance between seats of the two officials attending office on a particular day is about 10 feet.
02. All officers/officials must ensure strict compliance of COVID appropriate behavior viz frequent washing of hands, use of sanitizers, observing social distancing, wearing of mask, etc. at all times.
03. All officers/officials above 45 years are advised to get themselves vaccinated along with other eligible family members to effectively contain the spread of COVID19.
04. Use of Aarogya Setu app may continue on best effort basis on compatible mobile phones. This will facilitate timely provision of medical attention to those individuals who are at risk.
05. Meetings, as far as possible shall be conducted on video conferencing. The officers/staff shall follow staggered timings to avoid over-crowding in offices/work places. The concerned Head of Divisions/Sections must ensure non-crowding in corridors, parking etc.
06. The Head of Divisions/Section Incharges including outside substations shall ensure compliance of guidelines on the prevention of COVID-19 issue by the Govt. of India from time to time. Proper cleaning and frequent sanitization of the workplace must be ensured.
07. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.
08. Strict compliance of instructions on COVID appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time should be ensured.

This is issued with the approval of the Director.

Neeraj
16/04/2021
(Neeraj Tanwar)
Administrative Officer

Distribution:-

01. All Head of Divisions/Section Incharges of main institute Avikanagar.
02. NTRS Garsa/ARC Bikaner/SRRC Mannavanur.
03. I/c AKMU for uploading on institute website.