



भाकृअनुप - राष्ट्रीय चावल अनुसंधान संस्थान
कटक-753006 (ओडिशा), भारत
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F.No. 19-21/Adm-I/ 2020

Dt. 18.04.2020

OFFICE ORDER

In pursuance to Order No.40-3/2020-DM-I(A) dated 15th April, 2020 of Ministry of Home Affairs, Government of India and ICAR endorsement No. GAC-21(50)/2020-CDN dated 17th April, 2020, the Competent Authority of this institute has decided as follows:

- 1.All officers/Scientists of the level of Senior Scientists and above, Chief Administrative Officer, Chief Technical Officers (equivalent to the level of Deputy Secretary and above) shall attend office mandatorily whereas remaining officers and other staffs shall attend up to 33 percent as per requirement to be decided by the respective controlling officers after due approval from the Director.
- 2.All officers and staff must follow the guidelines regarding social distancing norms, personal and place hygiene. Any staff having symptoms like coughing, fever, runny nose and headache etc. should stay at home in all circumstances with an intimation to his/her controlling officer.
- 3.Wearing of Mask/cloth covering face is mandatory.
- 4.No gathering shall be allowed under any circumstances in the office premises.
5. All areas in the premises like entrance gate of the building, office, washroom, toilet, water points, walls and other surface etc. shall continue to be disinfected routinely.
- 6.There shall be complete ban on outsiders visiting the office premises.
7. Any staff residing in the areas of hot spot or sealed by the local administration shall not attend the office in any case and they shall work from home.
- 8.Administration shall entertain the correspondences/ receipts through email till further order.
8. This office order is subject to instructions issued by the State Government/District Administration in this regard. **These guidelines shall be effective from April 20, 2020 to May 03, 2020 or until further order in this regard.**
- 9.All the precautions and guidelines contained in the advisories issued by the Central and State Government from time to time should be strictly adhered to.

This is issued with the approval of the Director

(B.K.Sahoo)
Head of Office

Distribution: -

1. PPS to DDG (Crop Science), ICAR, New Delhi
2. The District Magistrate, Cuttack for kind information
3. The Deputy Commissioner of Police, Cuttack for kind information
4. The Director (Finance), ICAR, New Delhi
5. The Director (Administration), ICAR, New Delhi
6. The Deputy Secretary (Crop Science), ICAR New Delhi
7. PS to Director, ICAR-NRRI, Cuttack
8. All the Head of Divisions, ICAR-NRRI, Cuttack
9. The OIC, Regional Station, RRLRRS, Gerua, Assam
10. The OIC, Regional Station, CRURRS, Hazaribag, Jharkhand
11. The Head of Office, ICAR-NRRI, Cuttack
12. The Senior Finance & Accounts Officer, ICAR-NRRI, Cuttack
13. The OIC, KVK, Santhapur, Cuttack
14. The OIC, KVK, Koderama, Jharkhand
15. The I/C Aris Cell- to circulate all the staff members through mail & upload in the website
16. Notice Boards, ICAR-NRRI, Cuttack
17. Guard File



(B.K.Sahoo)
Head of Office