



भाकृअनुप-राष्ट्रीय चावल अनुसंधान संस्थान

(भारतीय कृषि अनुसंधान परिषद)

कटक (ओडिशा) 753 006, भारत

ICAR – NATIONAL RICE RESEARCH INSTITUTE

(Formerly Central Rice Research Institute)

(Indian Council of Agricultural Research)

Cuttack (Odisha) 753 006, India

Phone: 0671-2367757 (Director Off.) 0671-2367760 (CF&AO), Fax: 0671-2367663/2367760

Email: sao.nrri@icar.gov.in



F.No.27-3/20/Misc./Adm.I/07

Dated the 5th January, 2022

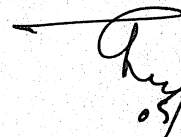
OFFICE ORDER

Sub: Guidelines on preventive measures to contain spread of COVID-19 in workplace settings – regd.

In pursuance to the DoPT Office Memorandum F.No.11013/9/2014-Estt.A-III dated the 3rd January, 2022, as endorsed vide ICAR F.No.21-6/2021-CDN dated the 4th January, 2022, it has been approved by the Competent Authority to suspend the marking of biometric attendance in Aadhar Based Biometric Attendance System with immediate effect till 31st January, 2022 or until further orders, whichever is earlier. However, all the employees are required to mark their attendance in Physical Attendance Register.

Further, in the wake of the surge in COVID-19 cases in the state and the country and with reference to the above subject and instructions on the matter, the attention of all the staff members/ workers (contractual/ Outsourced) / Students /JRF / SRF / RA, etc. is drawn towards the SOPs as issued by Government of India and Government of Odisha for following them scrupulously. In light of the above, with immediate effect and until further orders, the following measures have been put in place at this institute:

- i. That, all routine office, laboratories, and other similar functioning in the Main Office cum Laboratory Building of ICAR-NRRI (HQ), Cuttack and KVK Shantpur will be attended by physical attendance of employees to the extent –
 - a. Physical attendance of the employees below the level of Under Secretary (i.e., below the level of Scientists, ACTO, SAO/ SFAO) shall be restricted to 50% of actual staff strength.
 - b. Remaining 50% of staff will attend their work from home using virtual means. In respect of officials / officers / workers who requires to attend the office physically on alternate day, the HoD / Head – KVK / OIC of the Sections / Units / Controlling Officers are at liberty to decide the manner of selection of employees who will attend on roster basis, under intimation to this office. The roster may be forwarded to AAO (Admn-I) Section, for record.
 - c. Those officers/ staff who are not attending the office physically and working from home shall be available on telephone and other electronic means of communication at all times and should be available to attend the office on emergency at any time, if need arise.
- ii. That, during the above period **also** the officers / staff / workers (regular or contractual) who are engaged in Agriculture, Horticulture, Fisheries, Animal Husbandry and allied activities in the research farm / field as well as essential / emergency services, viz. Security Services, Medical services, Housekeeping Services, including Disinfection, Sanitation, Water supply, Electricity, Maintenance, Director's cell, EMS, FAO/ AAO / DDO / PA / PS and Driver etc. will continue to attend office / work as earlier uninterruptedly to avoid any loss to the research farm and other essential services of the Institute, by following all COVID-19 Protocols and SoPs.
- iii. The staff members and their controlling officers will keep this office informed immediately upon detection of any COVID-19 symptoms or COVID-19 positive testing reports in the individual staff members and take all necessary precautions as deemed necessary.


05/1/22

- iv. The meetings as far as possible shall be conducted on video conferencing/ on-line. The concerned heads of Division / Section shall instruct respective staff to ensure non-crowding in corridors, parking, etc. The entry of visitors may be restricted / curtailed appropriately.
- v. If any employee goes outside the state on leave / tour, he/she should be allowed to join duty only after submission of RTPCR-Negative test report obtained within 48 hours.
- vi. The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:
 - a. Individuals must maintain a minimum distance of 6 feet (2 gaj ki doori) in commonplaces as far as feasible.
 - b. Using face covers/masks at all times. They must be worn properly to cover nose and mouth. Touching the front portion of mask/face covers to be avoided.
 - c. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
 - d. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
 - e. Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
 - f. Spitting shall be strictly prohibited.
 - g. Installation & use of Aarogya Setu App by all employees

Further all the staff members are hereby requested to report / contact immediately to the Medical Officer (over e-mail ID: dr.jogeshpani, mobile: 9437182781) and / or Pharmacist (over e-mail ID: ajayerri@gmail.com, mobile: 9437269141), ICAR-NRRI's Dispensary if they feel any symptoms of illness or suspect to be infected with COVID-19 or found positive in COVID-19 testing and isolate themselves in their residence as per the guidelines in force. The information may also be given to the Security Officer (over e-mail ID: prempal.kumar@icar.gov.in, mobile: 9348161295). Such information should also be reported on the Toll-Free Helpline Number 104 without losing any moment.

This is issued with the approval of the Director, ICAR – NRRI, Cuttack.

Hindi Version follows.


(V. Ganesh Kumar)

Senior Administrative Officer

DISTRIBUTION:

1. All Heads of Division / SSH-KVK / OICs / Section In-charges / AAOs/ Security Officer/ Medical Officer, ICAR-NRRI, Cuttack *for information and also to inform the staff working under their administrative control, for necessary action.*
2. All the staff members of the ICAR – NRRI posted at Institute (HQ) and KVK-Shantpur through email / E-Office/ Notice board.
3. The OIC, CRURRS, RRLRRS, RCRRS, ICAR-NRRI, Cuttack *for information and necessary action on similar lines, as per the guidelines of respective local government.*
4. P.A. to SAO / P.A. to SFAO, ICAR-NRRI, Cuttack.
5. The OIC, KVKs, ICAR-NRRI, Cuttack.
6. The In-charge ARIS Cell for circulation.
7. The Secretary (Staff side), IJSC, ICAR-NRRI, Cuttack.
8. Notice Board / Guard File.

Copy for information to:

1. The PPS to DDG (CS), ICAR, Krishi Bhawan, 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, Krishi Bhawan, New Delhi.
5. The Director (Administration), ICAR, Krishi Bhawan, New Delhi.
6. The Deputy Secretary (CS), ICAR, Krishi Bhawan, New Delhi.