

ICAR-INDIAN INSTITUTE OF MILLETS RESEARCH
Rajendranagar, Hyderabad – 500030 (TS)

F.no 4(296)Admn/2013

Dated: 12.05.2021

OFFICE ORDER

It is brought to the notice of all the employees of the Institute that the Telangana State has imposed Lockdown from May 12-21, 2021 vide G.O.Ms.No.102 Dated 11.05.2021 issued by General Administration Department, Govt. of Telangana according to which the Central Government Establishments can function with the strength of not exceeding 33% subject to compliance with COVID appropriate behavior.

1. Further, DoPT vide O.M.No.11013/9/2014-Estt.A-III dated 03.05.2021 had also extended the guidelines issued vide OM of even number dated 19.04.2021 up to 31st May 2021.
2. Accordingly, the Institute will function during the said lockdown period i.e., from 12.05.2021 to 21.05.2021 by complying with the following guidelines issued in this regard.
 - i. The physical attendance of the officers of the level Under Secretary or equivalent and below shall not exceed 33%. A roster may be prepared, accordingly.
 - ii. All officials who attend office shall strictly follow Covid-appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
 - iii. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
 - iv. The staff working from home should be available on telephone and other electronic means of communication.
 - v. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home until further orders.
 - vi. Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
 - vii. Meetings, as far as possible, to be conducted through video-conferencing.
 - viii. Entry of outsiders / visitors to be curtailed appropriately.
 - ix. In compliance of the DoPT OM of even number dated 22.04.2021, all

employees of the age of 18 years and above, are advised to get them vaccinated.

- x. Proper cleaning and frequent sanitization of workplace, particulars of the frequently touched surfaces may be ensured.
3. All the employees of the Institute are therefore requested to ensure strict compliance of instructions and SOP on COVID-appropriate behavior issued from time to time by MHA, MoH&FW, DoPT, ICAR and Govt. of Telangana.
 4. In compliance of the staggered timings indicated by DoPT, it has been decided to observe the following staggered timings by Officers, Staff, YPs, Research Staff, CLTS etc. in the institute as detailed below to avoid-overcrowding the premises.
 - i. 09.15 A.M. to 04.15 P.M.
 - ii. 09.45 A.M. to 04.45 P.M.
 - iii. 10.15 A.M. to 05.15 P.M.
 5. Accordingly, all the Officers In-charge are requested to finalize the duty timings of Officers, Staff, YPs, Research Staff, CLTS, etc. under their control as per the requirement.
 6. The arrangement so made may kindly be communicated to the office for record and to update the same in the ERP etc.

This is issued with the approval of the Director.

SENIOR ADMINISTRATIVE OFFICER

Distribution (through email):

1. All Staff of the Institute.
2. Officers In-charge of all Sections.
3. PA to Director
4. Website
5. Guard File (Estt.Section)