

भा0कृअ0प0-सरसों अनुसंधान निदेशालय
ICAR-DIRECTORATE OF RAPESEED-MUSTARD RESEARCH,
सेवर, भरतपुर-321303 (राजस्थान)
SEWAR, BHARATPUR-321 303 (RAJ.)

F.No. 6-14/E/2020

Dated: 30-04-2021

OFFICE ORDER

In compliance with the ICAR guidelines F.No. Admin 33-1/2020-Estt.I dated 15-04-2021 considering the rise of COVID cases and community spread of COVID-19 in Bharatpur over the past few days, **the competent authority has decided that all staff of ICAR-DRMR Bharatpur and KVK, Gunta Bansur, Alwar shall work-from-home in order to break the COVID chain of infection until 09-05-2021.**

All DRMR Staff/Officers and Officials are instructed to maintain strict compliance of instructions on COVID appropriate behavior and maintain total isolation in this hour of crisis. All concerned Incharges /Controlling Officers of this Directorate are requested to manage the situation responsibly with maximum use of "work-from-home" without affecting the tasks being undertaken on regular basis. No Individual who is on duty shall leave HQs without written permission from the Controlling Officer and then further approval by the competent authority.

The essential services such as Farm Management, Research Activities, Security, House-Keeping (Cleaning, Sanitizing, Dis-infecting etc.) shall continue uninterrupted with minimum possible manpower.

The Secretarial Staff (PA Cell & Establishment) shall continue to function uninterrupted with total work-from-home and may be called as and when required as per need by the Competent Authority.

The Head of Finance may carry out only essential activities like salary disbursement, timely release of payments and any other essential activities such as ICAR information etc. with bare minimum staff as per requirement.

During this period all staff shall work-from-home and must always be in contact with their respective controlling officer through mobile, whatsapp and e-mail and will be liable to attend duty in view of any urgency, if any, decided / called by the Concerned Controlling Authority.

The competent authority hopes that all DRMR Staff/Officers/Officials will discharge all the duties and responsibilities assigned to them in an efficient and time-bound manner even while working from home and will not let the situation get the better of them.


Sr. Admin. Officer

Distribution:

1. All Concerned
2. PA to Director
3. Notice Board