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भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान
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ICAR-Central Plantation Crops Research Institute

Kasaragod 671124, Kerala, India

(An ISO 9001:2015 Certified Institution)



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E. F. No. 11(16)/COVID/HQ/2020-Estt.

Date : 27.01..2022

OFFICE ORDER

Ref: This office order even no. 13.01.2022.

It has been observed that COVID appropriate behaviour is not followed by some of the employees of this Institute in the Office premises. This has been viewed very seriously by the Competent Authority and in this context, it is hereby informed to all staff members of ICAR-CPCRI to strictly adhere to the COVID guidelines at the Institute premises as well as in the Residential Quarters premises as issued by the Govt. of India from time to time and circulated in the Office, to avoid further spread of COVID 19. If any of the employee feels COVID 19 symptoms, it is hereby advised to undergo RTPCR test and to isolate themselves under intimation to the office. It is also advised to follow COVID appropriate behaviour while attending Office by wearing masks, maintaining proper distance and frequent washing of hands to curtail further spread of COVID.

This is issued with the approval of the Director, CPCRI.

Administrative Officer

Distribution :

1. All Employees CPCRI, Kasaragod.
2. The Acting PC (Palms)/All Acting HDs, CPCRI, Kasaragod
3. The Head, KVK, CPCRI, Kasaragod.
4. The Chief Administrative Officer, CPCRI, Kasaragod
5. The Finance & Accounts Officer, CPCRI, Kasaragod
6. The Administrative Officer, CPCRI, Kasaragod.
7. The Drawing & Disbursing Officer, CPCRI, Kasaragod.
8. The Asst. Adm. Officer(Accounts/Estt./Estate) & I/c Stores, CPCRI, Kasaragod
9. PME Cell/RTI&APAR Cell/Library/Hindi Cell/AKMU/ CPCRI, Kasaragod
10. Farm Section with request to make necessary arrangement to sanitization the entire Office Building.
11. PS to Director/Website/Administrator e-Office.
12. Guard File.