



भा.कृ.अ.प. – भारतीय चरागाह एवं चारा अनुसंधान संस्थान  
ICAR - INDIAN GRASSLAND AND FODDER RESEARCH INSTITUTE  
निकट पहुज बाँध, ग्वालियर रोड, झाँसी (उ.प्र.) – 284003 भारत  
Near Pahuj Dam, Gwalior Road, JHANSI – 284 003 (U.P.) INDIA  
Phone : 0510-2730666 Fax : 0510-2730833 email : [igfri.director@gmail.com](mailto:igfri.director@gmail.com)



F. No : PS/8-9/Dir.Cell/2013

Date: 23/03/2020

### Office Order

In pursuance to ICAR endorsements of DOPT order F.No. 11013/9/2014-Estt-(A-III) dated 22/03/2020 to take preventive measures to contain the spread of COVID 19 and other directives issued by ICAR/DOPT on the subject, following instructions are being issued for the implementation with immediate effect. These instructions will be effective for the period 24/03/2020 to 31/03/2020.

- It has been decided that the essential services with minimum skeletal staff will continue to function uninterrupted which includes mainly security, electricity, campus maintenance, water, ICT services, animal research complex, live research materials, germplasm module, urgent farm operations etc.
- Respective Head of Divisions/ PCFC/OICs/ Project in-charges are requested to identify suitable persons (including permanent and temporary staff and contractual workers like JRF/SRF/RA/YPs etc) preferably living in IGFRI campus for such activities and work out roster for such employees on rotational basis. The non urgent nature of work may be deferred.
- All the OICs of Regional Stations are requested to take necessary steps as per the directives issued by respective state governments and in case of lockdown at respective locations, the stations will remain closed except for the staff engaged in essential services.
- Senior Finance & Accounts Officer and Senior Administrative Officer should also issue similar roster for the staff keeping in view the financial year ending.
- All other staff shall work from home and shall be available on telephone, email and electronic means of communication at all times. They must attend the office if called for, in case the situation demands. In case of any clarification staff members are requested to consult their in-charges.
- All the staff members are requested to keep themselves updated about various advisories issued by Government on prevention of COVID 19 and take self care and consult health authorities in case of any health issue.
- While implementing the above instructions, effort should be made to use minimum skeleton staff (preferably those residing in campus) so that the travel and exposure is kept to minimum.

  
23/3/20  
Director

#### Distribution:

PC(FC)/All HDs/All RRS/SFAO/SAO/AAOs/AFAO/Sections/Units/  
PME/ATIC/Security/Medical Unit/CMD/ for compliance.