

ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE
AVIKANAGAR TEHSIL MALPURA DISTT. TONK (RAJASTHAN) 304501

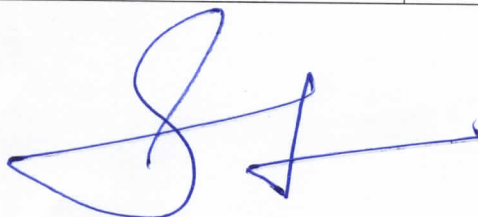
F. No.6 (110)Adm.I/Covid/2848

Dated: 23.04.2021

Covid-19 Guidelines

An urgent meeting of senior officers regarding preventive measures to contain the spread of Novel Corona virus (COVID-19) was held under the chairmanship of Director of the Institute at 9.30 AM on 23.04.2021. The meeting started with remarks by the Director regarding initiatives taken by ICAR Hqrs. & other ICAR Institutes to contain COVID-19 and accordingly the following points have been discussed in the meeting:-

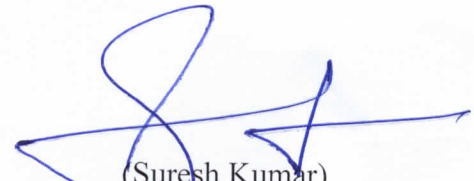
| S. No. | Action to be taken | Concerned Section/Division |
|--------|--|---|
| 1. | Residents of campus beyond the age of 45 years are advised to get themselves vaccinated or if anyone still left; their name may be given to In-charge Human Dispensary to arrange for vaccination. | All Head of Divisions/Section In-charges & I/c Human Dispensary |
| 2. | Basic facilities like Oxygen, drip and other related medicines required for Corona treatment etc. to be available at Human Dispensary. | I/c Human Dispensary |
| 3. | Employees and their family members to ensure avoid visiting common places un-necessarily. | All Head of Divisions/Section In-charges |
| 4. | Staff coming from Malpura may be avoided (wherever possible) to visit Avikanagar in view of large no. of covid cases in Malpura | All Head of Divisions/Section In-charges |
| 5. | All officials who attend office shall strictly follow Covid-appropriate behaviour including wearing of mask, thermal scanning, physical distancing , use of sanitizer and frequent hand washing with soap and water. | All Head of Divisions/Section In-charges |
| 6. | Shopkeepers to be instructed to arrange for ample amount of essential commodities and to avoid frequent visit to Malpura unnecessarily. | I/c Security & Shopkeepers |
| 7. | The officers/staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below : • 9.00 A.M. to 4.30 P.M • 9.30 A.M. to 5.00 P.M • 10.00 A.M. to 5.30 P.M or as convenient on need basis. | All Head of Divisions/Section In-charges |
| 8. | Security to be instructed to take necessary action for proper thermal scanning , sanitization and entry. | I/c Security |



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|-----|---|---|
| 9. | Employees having Marriage/functions to comply strictly with Covid-19 guidelines and also to arrange for complete list of guests with security section and also to ensure that their guests do not move around the campus. | All Head of Divisions/Section In-charges |
| 10. | Establishment of Quarantine centre- at-least 6 rooms to be identified & kept ready in PG Hostel with all essential facilities in case of emergency. | I/c PG Hostel |
| 11. | All sweeping staff to wash/sanitize their hands before joining and leaving their duties | I/c Farm Section |
| 12. | Sanitization of all common points on regular interval. | I/c Farm Section |
| 13. | Head count in Campus of all families to be done. | I/c Security |
| 14. | All entry gates to be closed from 10 AM to 4 PM. | I/c Security |
| 15. | Community centre near Dispensary may also be used by Human Dispensary for providing medical facilities, if required in emergency. | I/c Community Centre & I/c Human Dispensary |
| 16. | Facilities like Gym, Children Park and sports complex etc. to be temporarily suspended till further orders. | I/c Security & I/c Recreation club & I/c Sports section |
| 17. | A list of contractual workers to be provided by HoD/In-charges to security section who are to be allowed to enter the campus premises for essential duties. | All Head of Divisions/Section In-charges & I/c Security |
| 18. | In supersession of previous orders in this respect, Nobody should leave the HQ without prior permission of the Director. If the employee leaves the HQ, he/she should submit the RTPCR negative report on joining his/her duties. | All Head of Divisions/Section In-charges & I/c Security |

The above guidelines and instructions are to be implemented in letter and spirit.

This issue with the approval of the Director.


 (Suresh Kumar)
 Chief Administrative Officer

Distribution:

1. All HoD/Section In-charges main institute to bring into knowledge of all regular and contractual staff and also ensure strict compliance of these guidelines by the subordinates.
2. Head ARC, Bikaner/NTRS Garsa and Officer In-charge SRRC Mannavanur also requested to issue necessary instructions and directions by following the guidelines issued by GoI/state Govt and other related authorities.
3. I/c AKMU with the request to upload on institute website.