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F. No. Misc.-178(1)/2020-Adm.I

21<sup>st</sup> May, 2021

### OFFICE ORDER

As per Govt. of West Bengal guidelines all staff of ICAR-CIFRI, Barrackpore and its Kolkata Research Station have been asked to perform "Work from Home" from 16.05.2021 to 30.05.2021 vide Office Order no. Misc.-178(1)/2021-Adm/ dated 16.05.2021.

They were required to be necessarily available on Mobile, E-mail, and other electronic means of communication during the period of WFH. It has, however, been noticed that some staff members including senior officers are "unreachable" on their mobile numbers when they are contacted by the Head of the Institute on important matters. This has been viewed very seriously.

The "Work from Home" facility is provided with a view that staff members will utilise the time in doing productive office work from home, in covid-safe environment. Non-response and non-availability of staff members, when contacted on their mobiles for office work, defeats the very purpose of work from home.

It has been decided that each staff member will submit a list of office work and activities performed by them on each day of WFH from 16.05.2021 to 30.05.2021. The said daily report may be submitted to their respective In-charges/HoDs, who will compile them Unit/Section/Division wise and forward to the Head of Office at [cao.cifri@gmail.com](mailto:cao.cifri@gmail.com) for consideration of the Competent Authority.

Regional centers of ICAR-CIFRI who are observing similar nature of WFH may also forward daily WFH report of their centre/station to the Head of Office.

(Rajeev Lal)

Joint Director (Admn.) cum Registrar

#### **Distribution:**

1. All Heads of Division/Officers-in-Charge/Section-In-Charges of ICAR-CIFRI, Barrackpore
2. In-charges, Regional Centres /Research Stations of ICAR-CIFRI.
3. PS to DDG (Fy. Sc.), ICAR, Pusa, New Delhi for kind information.
4. ACTO to Director for kind information of the Director.
5. Joint Director (Admn.) cum Registrar Cell
6. Notice Board / Institute website