



कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MS&ME, Govt. of India)

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File No: B-11015/1/2020-ADM(ESTABLISHMENT)

20.04.2021

Most Immediate

CIRCULAR

Sub:- Preventive Measures to contain the spread of Covid-19 – Reg.

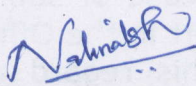
In continuation to this Office previous Circular dt.08.04.2021 regarding the recent outbreak of Corona virus (COVID-19) and the necessity of strict observance of the SOPs, considering the unprecedented rise in the number of Covid-19 cases in the last few days, it has been decided to implement the following preventive measures also in Coir Board Head Office and sub offices:-

1. Attendance in the offices will be limited to 50 percent of actual strength. Remaining 50 percent staff members shall work from home and attend the office in alternative weeks. Accordingly, the Rosters for attendance of staff including trainees, contract / out sourced staff will be prepared by concerned Branch Heads/Office in charges, immediately, and forward to Administration Establishment Section, covering the period till 30/04/2021. While doing so, the Branch Officers/OICs concerned shall ensure that the routine works in their branches/units are not affected.
2. The working hours for the employees attending the office will be staggered, as below. The Branch level Officers/Officer in charge, in the case of sub offices, may group their subordinate staff members to report in the Office in three staggered timings as below and keep a record in this regard also, under intimation of Administration Establishment Section:-
 - a) 9.00 am to 5.30 pm
 - b) 9.30 am to 6.00pm
 - c) 10.00am to 6.30 pm
3. The staff members working from home on a particular day as per the roster should be available on telephone and electronic means of communication at all times. They should attend the office, if called for, under any exigency of work.

4. Other staff, who are not able to work from home due to their work profile and non availability of VPN etc., may be called to office by reporting officers as per requirements.
5. All officials residing in containment zones shall continue to work from home and are exempted from coming to office till the containment zone is de-notified.
6. Physical attendance register shall continue to be maintained in the respective Sections / Divisions.
7. Any occurrence of Covid-19 cases, among the Coir Board Staff members shall be communicated to Administration Establishment Section along with the Covid-19 test reports for records and further necessary action.
8. All officials who attend the office shall strictly follow Covid-19 Protocol including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
9. Crowding in the lifts, corridors, common areas including canteen is to be strictly avoided.
10. The employees who are under isolation/quarantine/ hospitalization are required to apply for EL/Commuted Leave promptly, for regularization of such periods.
11. In compliance of OM No. 11013/9/2014-Estt.A.III dated 06.04.2021 all employees of the age of 45 years and above are advised to get themselves vaccinated.

These orders shall take immediate effect and shall be in force till 30th April 2021.

This issues with the approval of Chairman, Coir Board and in line with the MHA Guidelines dated 23rd March 2021.


for **ADMINISTRATIVE OFFICER**

To

All Concerned.
Coir Board web site.