



कयूर 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)-Part(1)

14.01.2022

CIRCULAR

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

As per the Office Memorandum No. F. No. 11013/9/2014-Estt.A-III dated 3rd January 2022 in connection with the preventive measures to contain the spread of (COVID-19) pandemic. It has been decided to implement the following preventive measures also in Coir Board, Head Office and Sub offices, with immediate effect till 31st January 2022.

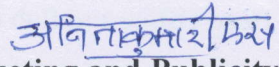
1. Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of the actual strength and the remaining 50 % shall work from home. Accordingly, the alternative two days Rosters for attendance of staff including trainees contract / outsourced staff will be prepared by concerned Branch Heads / Office in charges, immediately, and forward to Administration Establishment Section, covering the period till 31.01.2022. While doing so, the Branch Officers/OICs concerned shall ensure that the routine work in their branches / units are not affected.
2. All Officers of the level of Under Secretary & above are to attend office on regular basis.
3. Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
4. The officers/ staff shall follow staggered timings, to avoid over –crowding in offices as indicated below.
 - a) 9.00 am to 5.30 pm
 - b) 10.00 am to 6.30pm
5. All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
6. Those officers / staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times.

(contd..)

7. Meetings, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
8. All Officers/Staff have to ensure strict compliance with Covid-appropriate behavior viz. frequent washing of hands/sanitization, wearing a mask/ face cover, observing social distancing at all times.
9. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces, may be ensured. HoDs may also ensure non – crowding in corridors, canteens etc.

These orders shall take immediate effect and shall be in force till 31st January 2022.

This issues with the approval of Chairman, Coir Board and in line with the MHA Guidelines dated 27th December, 2021.


Marketing and Publicity Officer
Administrative Department.

To

All Concerned.
Coir Board web site.