



आई.सी.ए.आर. - केन्द्रीय अन्तर्स्थलीय मात्स्यकी अनुसंधान संस्थान  
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28<sup>th</sup> October, 2021

### **OFFICE ORDER**

Due to ongoing festive session within the state, the Govt of West Bengal has initiated relaxation measures to ensure free movement of people and vehicles within the state. But the wave of Covid-19 pandemic is still prevalent. In order to prevent the spread of Covid-19 pandemic, it is informed to all concerned that following Covid-19 guidelines are to be strictly observed by all the staff members at ICAR-CIFRI, Barrackpore main office as precautionary measures. Regional Research Centre / Stations may observe similar Covid-19 restrictions keeping in view of the guidelines issued by respective State Government / Local administration from time to time:

- 1) The Main Gate of the Institute will be closed after 11:00 a.m. and movement of outsiders / visitors to enter the Institute premises will be strictly prohibited, except in case of urgent official purposes.
- 2) Officials / staff member of the Institute should strictly maintain social distance while they are within Office premises. Movement from one Section / Room to another Section / Room should be avoided.
- 3) Employees should try to avoid public transport and use own vehicle, pool car or other safe means of transport.
- 4) Staff are encouraged to bring their own food & necessary items and avoid going out during lunch break as movement of the staff will be restricted at that time. Women staff who have babies to feed or for medical exigencies, exemption is permitted.
- 5) Wearing of masks and health & hygiene protocol must be followed by all the staff members within the office premises.
- 6) Sanitization / fumigation of Main Building, Paryavaran Bhawan, Bhagirathi Guest House and Teesta Building will be done periodically.
- 7) All Staff member including Contractual Staff and Research Scholars are requested to get vaccinated at the earliest.
- 8) Any staff member showing symptoms of Covid-19 should get themselves isolated, remain at home and inform Office immediately. They should attend office only after receiving RT-PCR Covid negative report.
- 9) Any violation of the above guidelines will be liable for administrative actions against the individual.

This issues with the approval of the Competent Authority.

(Rajeev Lal)

Joint Director (Admn.)-cum-Registrar

#### **Distribution :**

- 1) All Heads of Divisions /Section-In-Charges / Officer-In-Charges at ICAR-CIFRI, Barrackpore and Outstations / Regional Centres for kind information and wide circulation among the officials and staff members.
- 2) Shri S.K.Sahu, In-Charge, AKMU Cell with a request to upload in the Institute website
- 3) The ACTO to the Director, for kind information of the Director, ICAR-CIFRI, Barrackpore
- 4) In-Charge, Security to regulate entry / exit at the Institute main gate.
- 5) Notice Board