

INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI

Dated: 21st April 2020

OFFICE ORDER

Subject: Revised Guidelines for functioning of office in view of Preventive Measures to contain the spread of Novel Coronavirus (COVID-19).

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1. Attention is invited to order No. 40-3/2020-DM-I (A) dated 15.4.2020 whereby the Ministry of Home Affairs have issued Consolidated Revised Guidelines on the measures to be taken by all the Ministries / Departments of the Government of India, State / Union Territory Governments and State / Union Territory Authorities for the containment of COVID - 19 in the country.
 2. As per paragraph 3 of the said order, the Ministry of Home Affairs (MHA) have, inter-alia, allowed select permitted activities in para 5 to 20. As per para 18, it has been mentioned that Ministry of Health & Family Welfare, Government of India and its Autonomous and subordinate offices will remain open and function without any restriction.
 3. In pursuance of the above orders it has been decided to keep all the Institutes / Centres functional on all working days between 09.00 a.m. to 5.30 p.m or whatever time as per the shift which is prevalent. The National Directives for Covid-19 Management as listed in Annexure-I and Annexure-II are strictly to be adhered to.
 4. All the employees coming to the office should follow social distancing norms and other precautions as mentioned in the Ministry of Home Affairs order. Additionally, lifts shall be used only for the 2nd, 3rd and 4th floors, if any, and there shall be only one occupant at a time. If these are two staircases it shall also be operated for upward and downward journeys to avoid crowding.
 5. Employees are encouraged to use private transport. It should be ensured that if a two-wheeler is used, it has only one rider. In case of four-wheelers, preferably the occupants may be limited to two.
 6. Employees requiring public transport should immediately inform the Administration giving details of the nearest bus stop from where they can board. Separate chartered buses be arranged through State Transport Authorities by the office.
 7. All the employees coming to the office must use reusable face cover. Those employees who are residing in notified containment zones are required to follow the guidelines of the concerned State Government regarding movement in these containment zones and join office only when they are allowed to do so.

8. The following categories of employees are allowed to work from home in view of transport issues / other restrictions:
- Employees not residing within the limits of NCT Delhi posted at ICMR Headquarters.
 - Employees / consultants above 60 years of age, having co-morbidities.
 - Parents of children up to 5 years of age.
 - Female Employees who are pregnant.

The employees allowed to work from home shall not leave station without prior permission from the office and are also advised to remain at home only and to follow the precautionary measures issued by the Ministry of Health & Family Welfare and also to take care of their own health as well as their near ones.

This issues with the approval of Competent Authority.


(Jagdish Rajesh) 21/04/20
Assistant Director General (Admn.)

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3. PS to Sr. DDG (A)
4. PS to Sr. FA
5. Head of Divisions
6. Directors / Director-in-charge of the Institutes / centres.
7. ADG(A)s
8. Dr. L.K. Sharma for uploading on ICMR Website