



भाकृअनुप - कुक्कुट अनुसंधान निदेशालय

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An ISO 9001: 2015 Certified Organization



F.No. 3-53/2016-17/Estt./Misc./

CIRCULAR

Dt. 21.03.2020

**Sub: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – Reg.**

In compliance to DOPT OM 11013/9/2014-Estt.A.III, dated 17<sup>th</sup> March, 2020, 19<sup>th</sup> March, 2020 and 20<sup>th</sup> March, 2020 necessary following steps are being taken to contain the spread of Novel Coronavirus (COVID-19):

1. Entry of any visitors in the office is suspended with immediate effect. No visitor should be allowed to enter the building unless he/she has explicit permission of the official he is supposed to meet.
2. Entry of employees in the building, other than those posted there is not allowed with immediate effect. Any query regarding files/bill etc. must be done on phone/extension.
3. All RAs/JRF/SRF/YPs/Contractual staff and Phd. Students are directed to work from home to the extent possible/feasible.
4. Group B & Group C employees/contractual workers will be engaged work from home to the extent possible/feasible or may come on shifting basis.
5. The officials who are working from home on a particular day as per the Roster drawn up should be available on telephone and electronic means of communications at all times. They should attend office, if called for any exigency of work.
6. All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL: **Mo-hfwgov.in/Draft GuideLinesforhomquarntine.pdf**
7. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precaution. Such employees must not be exposed to any front-line work requiring direct contact with the public.
8. The Trainees Hostel located in the campus are being closed until further orders.
9. These orders shall be applicable with immediate effect and will remain in force till **4<sup>th</sup> April, 2020.**
10. The guideliness issued by Government of India/ ICAR from time to time may pleased be followed scrupulously.

ASST. ADMN. OFFICER  
For Director

**Distribution:**

1. PS to Director for information.
2. All Scientific/Administrative/Technical/Supporting staff for information
3. Security Guard, ICAR-DPR for strict compliance of point 1 & 2.
4. Notice Board.