



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: A-59/178/2018-ADM(ESTABLISHMENT)

23.03.2020.

C I R C U L A R

Sub: Preventive measures- achievement of 'Social Distancing' to contain the spread of Covid - 19 instructions issued – reg:-

Attention of all the Officers/Staff members are invited to the earlier instructions issued by the Board on different course of actions to be taken to contain the spread of Covid-19 –Novel Corona Virus. Considering the policy/instructions of the Central Government to break the chain of Covid -19, it is reiterated that all the employees may strictly comply with the instructions already issued and the same being issued by the State Governments and Central Government, from time to time, also.

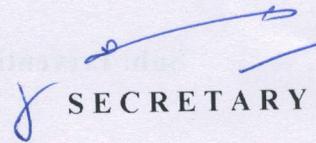
2. Further, as per the OM No: 11013/9/2014-Estt.(A-III), dated 22/03/2020, issued by the DoPT, Govt. Of India, it has been decided that the Offices of the Board shall function with skeletal staff in each Office/Sections, from 23rd March 2020 to 31st March 2020. Hence, in view of non availability/scarcity of public conveyance, those staff members/Officers who are coming to the Office by own/private vehicles may attend the Office and do the time bound works like settlements in connection with year ending, Parliamentary matters etc. In sub offices, if all are coming by public conveyances, the senior-most employees, as decided by the Officers- in- Charge, may come and attend to the essential works subject to instructions of the State governments concerned, also. However, those employees remaining in home should invariably be available on calls and other electronic means. The SR&SDs of the Board shall also function with skeletal staff, with the customers/visitors totally restricted and the counter sales suspended, till further notice.

3. In line with the OM No:11013/9/2014-Estt.(A-III), dated 20/03/2020, issued by the DoPT, Govt. Of India, it has been decided to grant Commuted Leave without production of Medical Certificate to those Officials who are above 50 years of age, and have underlying conditions like Respiratory problems, Renal Diseases, and other life-threatening illness, and wish to undergo self-quarantine as a preventive measure, for a period upto 4th April 2020, so as to avoid unnecessary burden on the health care system.

(Contd...)

4. The Residential Quarters of Chairman, Coir Board, at Panampilly Nagar, Ernakulam and the Guest House/Rooms available etc. in the Coir Board Complex at Kalavoor, shall be allotted to Coir Board employees for self-quarantine, if necessary, on request. On such occasions, arrangements for food for those on quarantine shall also be made by the Officers in Charge of the respective offices.

This issues with the approval of Chairman, Coir Board and shall take immediate effect.


SECRETARY

To

All the Officers and Staff Members of Coir Board Head Office & Sub-Offices.

Copy to:

Coir Board Website.