



कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MS&ME, Govt. of India)

कयर हाउस, एम.जी.रोड., कोची - 682016
Coir House, M.G. Road, Kochi - 682016
तार/ Gram : COIR BOARD
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MOST IMPORTANT

File No: A-59/28/2019-ADM(PERSONNEL)

20.03.2020

CIRCULAR

Sub:- Preventive Measures to Contain the spread of Covid-19-reg.

In continuation to this Office Circulars of even number dated 11.03.2020, 13.03.2020, 18.03.2020 and 19.03.2020 regarding the recent outbreak of Corona virus (COVID-19) it has been decided to implement the following preventive measures also in Coir Board Head Office as per the orders of the Ministry of Personnel, Public Grievances and Pension (Dept. of personnel & Training) vide OM dated 19/03/2020:-

1. 50 percent of Group B and C employees are required to attend office every day, and the remaining 50 percent staff members are requested to work from home and attend the office in alternative weeks as per weekly roster attached herewith. Officials who are residing in close proximity to the office may use their own transport to travel to the office.
2. The working hours for all employees who attend the office on a particular day will be staggered. The Branch level Officers may group their subordinate staff members to report in the Office in three staggered timings as below and keep a record in this regard also:-
3. a) 9.00 am to 5.30 pm
b) 9.30 am to 6.00pm
c) 10.00am to 6.30 pm
4. The staff members working from home on a particular day as per the roster should be available on telephone and electronic means of communication at all times. They should attend the office, if called for any exigency of work.
5. These orders shall be effective immediately and shall be in force till 04th April 2020.

This issues with the approval of Competent Authority.


Administrative Officer

Encl.As above

To

All Concerned.

...Coir.Board web site.....


Preventive measures to contain the spread of Covid 19

Work from home

| Sl. No | Ist Batch | Second Batch |
|--------|---------------------------------------|---|
| | 23.03.2020 to 27.03.2020 | 30.03.2020 to 03.04.2020 |
| 1 | REJI.K.V. Accounts Manager | UNNIKRISHNAN NAIR.V.K. Accounts Officer(B&A) |
| 2 | SHARON S UDC | IOSEPH P F Assistant |
| 3 | JINESH G LDC | PRASAD KUMAR H UDC |
| 4 | AFSAL M M Salesman | SUJATHA M G Salesman |
| 5 | CHANDRAN.C.M. Gest. Operator | HARI.T.K. Assistant |
| 6 | VALSALAKUMARY K Sweeper | ROSAMMA GEORGE ASM |
| 7 | SYAM BABU K S HCS | SUNIL KUMAR C B UDC |
| 8 | INDU.D.I. Assistant | ANOOP GOPINATH K G UDC |
| 9 | SHIBULAL.V Assistant | YAMUNA.R LDC |
| 10 | JEEVAN.K.P. Sr. Driver | VISWAN.P.N. Gardener |
| 11 | VIBINKUMAR M V Salesman | NALINAKSHY.K.R. Section Officer |
| 12 | SAJU K RAJAN Assistant | RAJENDRAN NAIR.T Assistant |
| 13 | THANSEEB P Y ASM | REMYA SUBRAMANIAM Assistant |
| 14 | Babu V L Assistant | SELVAM.N Group C |
| 15 | MIDHUN C G UDC | GOPALAKRISHNA PAI.R Section Officer |
| 16 | PRAKASINI.V.S. Assistant | ARYA MICHAEL UDC |
| 17 | ANANTHAN C LDC | ARYA K C LDC |
| 18 | LALITHA.P.K. Assistant | SUSEELA.C.R. Section Officer |
| 19 | JOSEPHINE GIRLY Section Officer | DINESAN.V.D. Section Officer |
| 20 | PRASANTH.M. UDC | RAJESH.G Assistant |
| 21 | JAYAN.K.G. Group C | LEENAKUMARI AMMA.B Assistant |
| 22 | ABRAHAM.C.U. Accounts Officer (IA) | SOUMYA.P Co operative Inspector |

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| 23 | SALEEM.R.M. Sr. Auditor | LAVAN N UDC |
| 24 | SYAMALA.C.S. Section Officer | KUSAN N Jr. Auditor |
| 25 | BINDU.A.S. Sr. Stenographer | ANIMON.K.U. Sr. Driver |
| 26 | PUSHPADASAN.E Section Officer | MURALIDHARAN NAIR.K.R. Research Officer |
| 27 | JAYASREE.S ASM | SUNILKUMAR.M Assistant |
| 28 | BETSYLAL.M.S. Investigator | GEORGE ROY.V.R. Designer |
| 29 | PRAVEEN D Salesman | THANKACHAN.P.V. Assistant |
| 30 | SHINE KUMAR.K.P. Head Jobman | ALICE MILAND.P.G. Section Officer |
| 31 | DEEPAK SOMAN Investigator | SHYAM KUMAR M UDC |
| 32 | SIVAN.K Inspector | AJI PAUL LDC |
| 33 | SURESH.M UDC | GEORGE ABRAHAM Research Officer |
| 34 | PRIYA A Salesman | SHELIJA T V UDC |
| 35 | Sebastian EDP Assistant | VALSALA.K.T. Section Officer |
| 36 | Ebin EDP Assistant | SUVARNA KUMARY.P.S. UDC |
| 37 | Chippy EDP Assistant | AMAL MATHEW Jr. Stenographer |
| 38 | Honey EDP Assistant | Arun EDP Assistant |
| 39 | Ridhula M M Apprentice Trainee | Preethi EDP Assistant |
| 40 | Akshaya Chandran Apprentice Trainee | Meera EDP Assistant |
| 41 | Remya N R Apprentice Trainee | Krishna Priya K U Apprentice Trainee |
| 42 | Devika S Apprentice Trainee | Hari Kumar Contingent Lift Operator |
| 43 | Nifty Mariam Saheer Contingent Hand | Dhanalakshmi Hindi Officer * |

*Subject to re-joining of Smt.Jolly Madhu


Administrative Officer