



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: B-11015/1/2020-ADM(ESTABLISHMENT)-

01.06.2021

Most Immediate

CIRCULAR

Sub:- Preventive Measures to contain the spread of Covid-19 – Reg.

In continuation to this Office previous Circular dt.20.04.2021 regarding the recent outbreak of Corona virus (COVID-19) and the necessity for strict observance of the SOPs, considering the unprecedented surge in the number of Covid-19 cases, and in line with the Orders of the Ministry of Home Affairs OM No.40-3/2020-DM-I(A) dated 27.05.2021, OM:11013/9/2014-Estt.A.III dated.28.05.2021 issued by the Ministry of Personnel, Public Grievances and Pension (DoPT, and the Order of the Government of Kerala, dated 31.05.2021, it has been decided to implement the following preventive measures in Coir Board Head Office and Sub offices, with effect from 31st May 2021:-

1. The Offices of the Board in Kerala will remain closed to function from 07th June 2021 onwards, with a maximum of 50% **staff strength** only, till 30th June 2021 or till further orders. The rest of the Offices of the Board, which are not in the Lockdown declared areas/Containment Zones or other restricted areas, shall function with maximum of 50% staff strength, subject to the instructions of the State Governments/District Authorities/Local Bodies concerned. The other staff both in HO and all Sub offices shall work from home on weekly rotation rosters. Accordingly, the Rosters for attendance of staff including trainees, contract / outsourced staff will be prepared by concerned Branch Heads / Office in Charges, immediately, and forwarded to Administration Establishment Section for records. While doing so, the Branch Officers / OICs concerned shall ensure that the routine/ essential / important works in their branches / units are attended to, unhindered. Those attending the Office under this **essential category** will intimate their presence in the Office / Section concerned, to their Branch Officers / Reporting Officers, invariably.
2. The staff members working from home 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, under any exigency of work.

3. Other staff, who are not able to work from home due to their work profile and non availability of VPN etc., may be called to office by reporting officers as per requirements, when the Offices are functional.
3. All officials residing in containment zones shall continue to work from home and are exempted from coming to office till the containment zone is de-notified.
4. If the location of the office comes under the Lockdown declared area by the local administration or any other Competent Authority, such offices should invariably be kept closed , if ordered so, and the staff may do the work from home.
5. Physical attendance register shall continue to be maintained in all the Offices
6. Any occurrence of Covid-19 cases, among the Coir Board Staff members shall be communicated to Administration Establishment Section along with the Covid-19 test reports immediately for records and further necessary action.
7. All officials who attend the office shall strictly follow Covid-19 Protocols including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
8. Crowding in the lifts, corridors, common areas including Canteen is to be strictly avoided.
9. Officials suffering from symptoms of Covid-19 like fever, cold, cough, headache, body pain etc., may undertake the Covid-19 test, *suo moto*, and intimate the reporting officer immediately, if positive.
10. The staff members / Officers of the Board, who are yet to get vaccinated, may get registered themselves in the relevant Portal for vaccination and complete the vaccination, promptly, at the earliest.

These Orders shall take effect from 31st May, 2021 and shall be in force till 30th June, 2021, or till further orders, whichever is earlier.

This issues with the approval of Secretary, Coir Board.

Sd/-

Administrative Officer

To

1. All the Offices of Coir Board/SR&SDs
2. Coir Board web site.