

F.No.50016/11/2020-Admn-I
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Fisheries

Krishi Bhawan, New Delhi – 110 001
23rd March 2020

ORDER

Subject: Preventive measures to contain the spread of COVID-19 - reg.

In pursuance of DOP&T's O.M. No.11013/9/2014-Estt.A.III, dated 22.3.2020, following arrangements are made to comply with the directions contained therein to fulfil the objective of running the office with bare minimum/Skelton staff:

(i) Office of Secretary and Offices of both the Joint Secretaries will be functioning on all working days as per the need;

(ii) In compliance of DOP&T's directions, roster duty with skeleton staff is ordered as under on all working days till 03.04.2020:


S. No.	Date	Name & Designation	Back-up team
1.	24.03.2020 and 25.03.2020	Sh. Yoginder Kumar, US (Mob: 9818711469) Sh. Sudhansu Sekhar Mishra, FRI (Q) (Mob: 9971853048) Sh. Gunamaya Patra, STA (Mob: 8750467676)	Dr. Sanjay Pandey, AC (Mob: 9868334244) Dr. Digambar Swain, STA (Mob: 8750676760)
2.	26.03.2020 and 27.03.2020	Sh. Rakesh Kumar, AC (Mob: 9868650437) Sh. Momin Mallick, SO (Mob: 9999176918) Dr. S. Ananth, Consultant (Mob: 9843327922)	Sh. V.Naganand, SO (Mob: 9711112549) Sh. Bir Singh Rana, ASO
3.	30.03.2020 and 31.03.2020	Sh. SK Rath, AC (Mob: 9436288522) Dr. Tarun Kumar Singh, FRIO, (Mob: 9311568019) Sh. Pardeep, ASO (Mob: 7503356640)	Sh. Tarsem Lal, SO Sh. Shekhar Ujjainwal, LDC, (Mob: 8885369530)

Standby team from 01.04.2020, if needed

4.	01.04.2020 and 03.04.2020	Dr. Ansy Mathew, FRIO (Mob: 9968126844) Sh. Anil Verma, SO (Mb: 9873941878) Dr. Nitin Verma, STA (Mob: 8850399980)	Sh. Momin Mallick, SO (Mob: 9999176918) Sh. Muninder, DEO (Mob: 9873356406)
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(iii) There will be a control room in Room No. 479-A, Krishi Bhawan with Phone No.011-23097014, or the mobiles numbers as mentioned above. This facility set-up would ensure attending to all important/essential services of the DoF.

(iv) The officers and staff of Coordination Unit will coordinate within the Department and with other nodal Departments like DOP&T etc, and give wide publicity to the mobile, Office land line numbers, and e-mail addresses of all senior officers and officers deployed as above on twitter and social media to facilitate their contact.


23/03/2020.

(v) The overall coordination will be made by Nodal Officers Shri J. Rajesh Kumar, Director (FE) (Mob: 9990934124) on 24th & 25th March, 2020, Shri Mukesh, Director (FS) (Mob: 9999165388) on 26th & 27th March, 2020, and Shri IA Siddiqui, DC (Mob: 8447583996) on date 30th & 31st March, 2020 with the assistance of Shri Yoginder Kumar, US (9818711469) Shri Rakesh Kumar, AC (Mob: 9868650437).

2. The office would be functioning with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend office if called for, in case of any exigencies of work. The Divisional Heads should ensure completion of the essential work related to their Division.

3. All officers and staff including those of Attached and Subordinates of this Department are hereby advised to strictly comply with the instructions contained in aforesaid DOP&T's OM. Dated 22.03.2020.

4. Divisional Heads / Administrative Units are requested to take cognizance of all the necessary measures contained in the aforesaid OM for strict compliance at headquarters office as well as subordinate/field offices under their administrative control.

5. Besides roster duties as mentioned in para 1(ii) above, the officers/staff concerned with the following essential work are required to attend office from 23rd March and until 3rd April, 2020):-

- I. Cash Section (release of funds and salary/ pension orders etc.).
- II. General Administration (for arrangement of transport and other essential services)
- III. IFD and Budget (for necessary action on account of closing of financial year).

6. The provisioning of transport facility for officers and staff will be made by Admn.II Section Shri Aryan Raj, ASO (Mob:8240163577) and it will also be ensured that adequate number of vehicles are available in the premises of Krishi Bhawan to provide transport facility to and fro residence to office on duty.


23/03/2020
(Rakesh Kumar)
Deputy Secretary to the Govt. of India
Tele: 23070279

Encl.: As above.

To;

1. PS to Hon'ble Minister (Fisheries, Animal Husbandry and Dairying)
2. PS to Hon'ble Minister of State (Animal Husbandry and Dairying)
3. Sr.PPS to Secretary, Department of Fisheries
4. PS to JS(I&A)/ JS(M&CVO)
5. All officers/officials who have been deployed as per above order. They are directed to strictly comply with the directions. They will submit through e-mail the report to the nodal officers every day before leaving the office. For transport facility, they may contact with Shri Naganand, SO (Admn.II) (9560923139) & Shri Aryan Raj, ASO & Caretaker.
6. All officers and Section in DoF
7. NIC, with a request to upload the same on the website of the Department.
8. Sr. PPS to Additional Secretary - Estt. (In pursuance of DOP&T's O.M. No.11013/9/2014-Estt.A.III, dated 22.3.2020).
9. All Subordinate/Attached offices of DoF for strict compliance.