

## NOTICE

Notice: 003/MAY/2020

Date: 4<sup>th</sup> May 2020

### **Restricted opening of office operation.**

This is to inform all concerned that following Government of India directives on 2<sup>nd</sup> May 2020, and subsequent press release by Govt. of West Bengal, the lockdown has been extended till 17<sup>th</sup> May 2020.

As mentioned in the press release published by Govt. of West Bengal, the office will commence operation with guideline mentioned below:

- Only 25% of staff will attend the office. A duty roster will be prepared and shared between all staff members.
- Office will operate between 10 am to 5 pm.
- No visitors will be allowed to enter the office premises during this period as a preventive measure.
- Wearing face mask is mandatory during office hours.
- All staff members attending the office are advised to use hand sanitizers / hand wash that are available.
- Proper distancing to be maintained to prevent any kind of contamination.
- Staff members who are residing in designated "Containment Zone" are advised to keep on working from home.
- All other guidelines issued by Ministry of Home Affairs, Govt. of India and Govt. of West Bengal to be followed by all staff members.

Research activity (Broiler farm, Layer farm, Laboratories and Feed Plant) will continue to remain operational and all activities inside farm premises will remain uninterrupted with additional biosecurity measures for **Farm and Feed Plant Premises**.

No outside person will be allowed inside the **Office and Farm and Feed Plant Premises** till further notice.

By Order

A handwritten signature in black ink, appearing to read "Dr. Anirvid Sarkar".

**Dr Anirvid Sarkar**

Director