



**ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION**  
(Deemed University)  
(University under Sec. 3 of UGC Act),  
Indian Council of Agricultural Research

Panch Marg, Off. Yari Road, Versova, Andheri (west), Mumbai 400 061  
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F. No. 11(3)2021/Estt.

Dated 18<sup>th</sup> June, 2021

**Circular**

In pursuance of Council's endorsement No.21-6/2021-CDN dated 17.06.2021, endorsed the O. M. No.11013/9/2014-Estt.A-III dated 14<sup>th</sup> June 2021 issued by DOP&T, Govt. of India, all the Scientific, Technical, Administrative officials at the level 11 and above (i.e.Rs.6600/- Grade Pay & above) are advised to attend the office on all the working days and the officials/ staff below level 11, are advised to attend office on alternate working days.

The staff having separate cabins may attend the office regularly. The staff using the common place of sitting may attend office on alternate days and shall work from home on other day (off day). They should be available on the telephone and other electronic means of communication at all times.

All officers/ staff have to ensure strict compliance with COVID-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times and any laxity in this regard shall be viewed very seriously.

All Head of Divisions, Section In-charges/ Unit/ Cells of CIFE Hqrs may maintain Physical Attendance Registers until further orders. The instructions shall be in force till 30.06.2021, or until further orders, whichever is earlier. The Institute will be closed every Saturday up to 30<sup>th</sup> June 2021 for proper sanitization of both campuses.

This is issued with the approval of the Director.

Sr. Administrative Officer (I/C)

**Distribution:**

1. Director Cell/ Joint Director Cell.
2. All Head of Division, Section In-Charges/ Units/ Cells.
3. Dr. A. K. Jaiswar, Principal Scientist/ Vigilance Officer, ICAR – CIFE, Mumbai.
4. Officer Incharges of Regional Centres of CIFE.
5. CFAO/ All AAOs/AFAO
6. [Staff.hq@cife.edu.in](mailto:Staff.hq@cife.edu.in)
7. [webmaster@cife.edu.in](mailto:webmaster@cife.edu.in)
8. Secretary, IJSC.