

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
Anusandhan Bhavan, Rafi Marg, New Delhi-110 001

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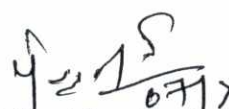
Date: 07.10.2013

OFFICE MEMORANDUM

It has been observed that many of the staff members have not been displaying their Identity Card at entrance and also not punching their Identity Card at the entrance gate to mark their attendance. It has also been observed that a number of employees from CSIR Labs./Instts. visit headquarters for official work, but no record of their entry is available in the visitor's book.

All the staff members are requested to display identity cards and also punch their cards regularly at the time of entry to the office and at the time of leaving office to maintain discipline in the office. In case, identity card of any staff member is misplaced/lost/damaged, he/she may contact General Section immediately and obtain duplicate punching cards without any further delay.

All visitors need to make entry in the Visitor's register and they will be issued Visitor's Pass at reception.


(Pallavi Sen Gupta)
Under Secretary(CO)

Copy to: -

- 1 All Heads of Division/Section
- 2 US to DG, CSIR
- 3 US to JS(Admin), CSIR
- 4 Director, Central Office
- 5 All Officers/staff for information and compliance
- 6 Reception Staff – with the request to issue visitors pass to all visitors after confirmation from the concerned officer whom they are visiting.
- 7 S.O (Gen. Section)/Security in-charge- with the request to instruct the security staff at the Reception to check ID/Visitor's pass before allowing visitors in the building.
- 8 IT Division with the request to upload in the CSIR website.
- 9 All Notice Boards.