



स./ No. : 5-1(17)/2008-PD

दिनांक / Dated: 01.07.2020

कार्यालय ज्ञापन/OFFICE MEMORANDUM

**Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19)**

In view of the alarming rise in the number of Covid-19 positive cases in the National Capital Territory, all officers/staff including contractual staff of CSIR Headquarters, are advised to strictly follow the instructions contained in the SOP issued by the Ministry of Health and Family Welfare (MoHFW) on 4<sup>th</sup> June 2020 as well as directions issued in this regard by the Department of Personnel and Training (DoPT) and Ministry of Home Affairs (MHA). Further, considering the gravity of the situation, the following directives are also being issued / reiterated for strict compliance by all officers and staff:

1. All Officers / staff should download the Arogya Setu App and use it regularly. Only Officers / staff who are declared safe by the Arogya Setu App would be allowed entry into the building.
2. Only asymptomatic staff will be allowed inside the office building. Anyone with mild cold / cough / breathing difficulties or fever should stay at home. Officers / staff should unfailingly inform the Office in case any of their family members are having similar symptoms.
3. Officers / staff residing in containment zone shall not come to office and shall work from home till the containment zone is de-notified.
4. The concerned Divisional Head shall ensure that each section shall have only bare minimum staff and ensure staggered office hours (9:00 a.m. to 1:30 p.m. and 1:30 p.m. to 6:30 p.m.). If required, the Divisional Heads may prepare a Roster accordingly.
5. Officers sharing the same cabin / room may attend office on alternate days to ensure social distancing.
6. Face mask has to be worn at all times inside the office premises and all necessary precautions as mandated by SOP issued by MoHFW dated 4<sup>th</sup> June, 2020 are to be observed at all times.
7. Disciplinary action may be taken if it is found that necessary protocols as mandated by the aforesaid SOP are not complied with.
8. Face to face meetings / discussions / interactions should be avoided as far as possible. Officers / staff should use intercom / phone / VC for interactions.
9. Movement of physical papers and files should be restricted to the barest minimum and electronic form of communications should be used.
10. Hand sanitizing dispensers shall be installed at prominent places across all corridors.

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11. Frequently touched places such as electric switches, door knobs, elevator buttons, hand rails, washroom fixtures etc shall be cleaned in every one hour with 1% sodium hypochlorite solution which must be provided in each section.
12. Officers / staff are advised to clean their personal equipments like keyboards, mouse, phones, AC remotes etc., by themselves by using any ethanol based disinfectant frequently.
13. Drivers shall maintain social distancing and shall follow required dos and don'ts related to COVID-19. It shall be ensured by the service providers / officers / staff that drivers residing in the containment zones shall not be allowed to drive vehicles.
14. There shall be provision for disinfection of the interior of the vehicle using 1% sodium hypochlorite solution / spray. A proper disinfection of steering, door handles, keys etc. should be taken up.
15. Entry of visitors in the office premises should be suspended in general. Only visitors with proper permission of the officer who they want to meet, should be allowed after being properly screened by the Security personnel.
16. Social distance of 2 yards shall be maintained while interacting with each other. Visitors' chairs in the cabins of the officers shall accordingly be placed keeping the norms of social distancing.

All officers / staff of CSIR Headquarters are requested to strictly follow these instructions. Cooperation of all officers / staff is solicited.

All the Instts./ Labs./ Units of CSIR are hereby requested to prepare and notify similar instructions based on the local scenario and requirement, for compliance in their respective Instituites / Labs./ Units.

This issues with the approval of the DG, CSIR.

(बी के सिंह /BK Singh)

उप सचिव / Deputy Secretary

Copy to:

- 1) Office of the DG, CSIR
- 2) Office of the Joint Secretary (Admin), CSIR
- 3) Directors/ Heads/In-Charge of all Instituites / Labs./ Units of CSIR
- 4) Sr.DS/ US (Central Office), for information and necessary action.
- 5) In-Charge, Maintenance Section, for information and necessary action.
- 6) Head, IT Division with the request to make this OM available on the website & Policy Repository.
- 7) Office copy.