

वैज्ञानिक और औद्योगिक अनुसंधान परिषद  
Council of Scientific and Industrial Research  
अनुसंधान भवन, 2 रफी मार्ग, दिल्ली-110001  
Anusandhan Bhawan, 2, Rafi Marg, Delhi-110001

सा./No.: 5-1(17)/2008-PD

दिनांक/Dated: 13.03.2020

**कार्यालय ज्ञापन / Office Memorandum**

**विषय/ Sub: Preventive measures to be observed in view of the spreading of COVID-19**  
**-reg**

DG, CSIR chaired a meeting on 13.03.2020 to review the working situation in CSIR in the wake of widespread reports regarding COVID-19 & the need to take certain preventive measures. The following decisions were taken:-

**1. General Instructions**


- People with symptoms of viral infections such as fever and cough should stay at home and inform the office.
- If any official is diagnosed as infected with virus he/she should inform the office immediately.
- Avoid close contact with people who are sick and if taking care of person(s) with possible infection, work from home and minimize social contact until 2 weeks atleast.
- Minimize physical contact and avoid crowded spaces - while interacting, create larger personal space.
- Wash hands often with soap and water for at least 20 seconds, especially after coughing, sneezing or blowing nose.
- Public gatherings – including organization of outreach programmes should be avoided. The programmes under JIGYASA be postponed.
- Cleaning and disinfection of frequently touched objects and surfaces that are in public use such as door handles should be attempted. Biometric attendance has already been stopped.
- Travel should be minimized.

**2. Meetings with Foreigners and Foreign Deputation/ Travel**

- Conferences and meetings with foreigners have to be postponed until further notice.
- Foreign travel of CSIR scientists and students to be kept in abeyance till further orders.
- Invitations to foreigners have to be kept in abeyance till further orders.
- Avoid accepting foreign guests in the Guest House.

**3. Meetings through VC and Skype**

- The meetings of RCs and the meetings of important activities as that of RAB, HRDG, FTT, FTC and Mission Projects review should be done through Video Conference as far as possible.
- Training programmes of HRDC should be arranged through VC in case possible, otherwise they should be postponed.

  
13/3/2020

#### 4. Travel Ticket Cancellation Charges

- In case of cancellation of air and other travel tickets, already booked for official purposes, due to the present instructions, the cancellation charges may be borne by laboratory and HQs. respectively as the case may be.

#### 5. Online Collaboration Tools

- Laboratories and HQs. to use online collaboration tools more and more – the IT Division at HQs. to facilitate the purchase based on specifications arrived at.
- All the important information related to the virus to be shared among the laboratories and with HQs. through a common platform.



(बी. के. सिंह /B. K. Singh)  
उप सचिव (नीति प्रभाग) / DS(PD)

सेवा में / To :

सी.एस.आई.आर के सभी राष्ट्रीय प्रयोगशालों/संस्थाओं/इकाईयों के निदेशक/प्रमुख  
The Directors/Heads of all National Labs./Instts./Units of CSIR

प्रतिलिपि/Copy to:

- 1) प्रमुख, आईटी डिवीजन - इस सर्कुलर पत्र को वेबसाइट और नीति रिपोजिटरी पर उपलब्ध कराने के अनुरोध के साथ / Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy