

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH**  
**ANUSANDHAN BHAWAN, RAJI MARG, NEW DELHI-01**

F. No. 6-9(53)/78/2004-E.III

Dated: 04.01.2022

**OFFICE MEMORANDUM**

**Sub.: Preventive measures to contain the spread of Novel Coronavirus (COVID-19)- Attendance of Central Government Officials And Suspension of biometric attendance regarding.**

**Ref.: Min. of Personnel, Public Grievances and Pensions, DoPT OM No.11013/9/2014-Estt.A-III dated 03.01.2022.**

In compliance of DoPT OM NO. 11013/9/2014-Estt.A-III dated 03.01.2022 endorsed by CSIR vide letter No. 5-1(17)/2008-PD dated 04/01/2022 on the above subject, the attendance of staff of CSIR HQ. will be regulated as under with immediate effect till 31/01/2022:-

1. Officers/Officials below the level of Under Secretary shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. Rosters for the attendance to be prepared by concerned HoDs.
2. All Officers of the level of Under Secretary & above are to attend office on regular basis.
3. Persons with disabilities and pregnant women employees are exempted from attending office but are required to work from home.
4. Biometric Attendance and Face Recognition is suspended till 31/01/2022. The Heads of Divisions/Sections are requested to ensure maintainance of Division/Section-wise Manual Attendance Register.

Further, the following protocols may also be observed:

- (i) All officials, who attend office shall follow stagger timings to avoid over crowding in office as indicated below:
  - (a) 9.00 AM to 5.30 PM
  - (b) 10.00 AM to 6.30 PM
- (ii) Everyone entering the Hqrs. building will be thermally scanned for their body temperature at the point of entry. Those found to have body temperature beyond the prescribed limits will not be allowed to enter into the campus.
- (iii) All officials who do not attend office on a particular day are to make themselves available on telephone and other electronic means of communication at all times.
- (iv) All officials residing in containment zone shall be exempted from coming to office till the containment zone is denotified.
- (v) All officials who attend office shall strictly follow "covid-appropriate behaviour" including wearing of mask at all times even inside the building, physical distancing, use of sanitizers and frequent hand washing with soap and water.
- (vi) The Divisional/Sectional Heads will sensitize and ensure that contractual staff working under their divisions/sections also follow covid appropriate behaviour.
- (vii) Crowding in lifts, staircases, corridors, common areas including parking areas is to be avoided.
- (viii) Meetings as far as possible may be conducted online through video-conferencing/MS-Team etc.



- (ix) Personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (x) If any employee tests positive, he/she should report the matter and also take necessary precautions.
- (xi) Disinfection of office on every weekend will be ensured by Civil Maintenance Division.

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(S.K. Yadav) 4/1/22  
U.S (CO)

Copy to:

- 1. Office of Hon'ble VP, CSIR
- 2. Office of DG, CSIR
- 3. Office of JS (Admn.)
- 4. Office of FA, CSIR
- 5. Office of CVO, CSIR
- 6. PS to LA, CSIR
- 7. All Heads of Units and Head of Directorates of CSIR HQ/CSIR-HRDG/CSIR-HRDC
- 8. All Divisional/Sectional Heads of CSIR HQ. with the request to bring this OM into the knowledge of staff members concerned.
- 9. Office Copy.