

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली - 110001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110001



स./ No. : 5-1(17)/2008-PD

दिनांक / Dated: 12.05.2020

प्रेषक / From : Joint Secretary (Admn.)

सेवामें / To : The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

**Sub: Instructions pertaining to carrying out official duties during the period of lockdown.**

महोदय/ Sir/ महोदया/Madam,

I am directed to draw your kind attention to the Government of India, Department of Personnel & Training OM No. 11013/9/2014-Estt.A-III dated 23.04.2020, endorsed by CSIR vide Circular letter of even number dated 28.04.2020 and to request you kindly to ensure that the instructions contained in it are followed in its true spirit for smooth functioning of the organization. Further, all HoDs are requested to issue instructions to their subordinate officials/staff that they are expected to work electronically and manage respective teams to avoid delays during the current lockdown period. The officials are not expected to be on paid holidays and they should clear the files/process the bills for payment electronically. Senior officials working from home may hold internal meetings through VC to give instructions to their subordinates to carry out assigned duties.

भवदीय / Yours faithfully

(B.K. Singh)  
Deputy Secretary

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

1) HoDs of all CSIR National Labs./Instts./Hqrs./Units.

✓ 2) आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ /  
Head, IT Division with the request to make this Circular available on the website & Policy Repository.

3) कार्यालय प्रति/Office copy.