



सा०/No. : 5-1(17)/2008-PD

दिनांक/Dated: 19.04.2021

कार्यालय ज्ञापन / Office Memorandum

Sub.: Preventive measures to contain the spread of COVID-19-reg.

In view of the unprecedented rise in the numbers of Covid-19 cases, it has been decided to take measures to prevent its spread. Accordingly, all officers/staff of CSIR Hqrs./ Labs situated in Delhi, are issued for strict compliance :-

- (a) Officers of the level of Under Secretary or equivalent and below be allowed to work from home also and their physical attendance in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned HoDs. Individual HoDs can, however, call for more than 50% physical attendance of any of the categories of officials in their Department, if required on exigent grounds.
- (b) All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.
- (c) All officers who attend office can stagger timings (with entry into the office spread between 9:00 AM – 10:00 AM with corresponding office exit timings). This may also avoid rush in commuting, as also in lifts & corridors. Roster system by HoDs to take care of this aspect.
- (d) All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronics means of communication at all times from their residence and work from home.
- (e) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is denotified.
- (f) All officials who attend office shall strictly follow Covid appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- (g) Crowding in lifts, staircases, corridors, common areas including parking areas is to be strictly avoided.

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- (h) Meetings, as far as possible, to be conducted online through video-conferencing/ Skype etc.
- (i) Entry of outsiders/visitors to be curtailed appropriately.
- (j) All employees of the age of 45 years and above are advised to get themselves vaccinated.
- (k) If any employee tests positive, he/she should report the matter to the respective Institute/ Lab/Unit/Division and also take necessary precautions.
2. The above instructions / guidelines shall come into effect immediately and **will remain in force until 30.04.2021 or further orders, whichever is earlier.**

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 Institute/Lab./Unit. Additionally, all are requested to comply with the instructions issued by Government of India and CSIR in this regard.

(राजीव शर्मा / Rajeev Sharma)
उप सचिव (नीति प्रभाग) / DS (PD)

Copy to:

- 1) Office of the DG, CSIR
- 2) Office of the Joint Secretary (Admin), CSIR
- 3) Directors/Heads/In-Charge of all Institutes/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.

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