

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

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

Dated: 28.07 2021

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) — Attendance of Employees.

Reference is invited to OM No.2471/2021/CSIR-ADMN dated 14th June, 2021, the instructions were issued for regulating the attendance of employees until 30.06.2021 or until further orders, whichever is earlier.

Reference is also invited to Ministry of Home Affairs Order dated 29th June, 2021 endorsed by CSIR vide OM dated 05.07.2021 whereby Secretaries of Ministries/Department are to ensure compliance to the containment measures for COVID-19 and vide Department of Health and Family Welfare, Ministry of Health and Family Welfare Order dated 28th June, 2021, the lifting of restrictions/providing relaxations be carefully calibrated with continued focus on containment efforts to curb the spread of infection.

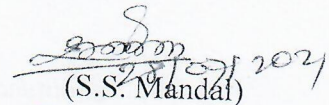
Now, in view of declining number of COVID cases and improvement in the situation in Delhi, it has been decided by the Competent Authority that CSIR HQ. and its Units shall follow the instructions/guidelines for strict compliance:-

- (i) The staff of CSIR HQ and its units at all levels are to attend office on all working days without any exemption to any category of employees.
- (ii) All officials who attend office can stagger timings (with entry into the office spread between 9.00 AM – 10.00 AM with corresponding office exit timings).
- (iii) Everyone entering the campus 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.
- (iv) Individuals with Influenza like symptoms should not come to the institute till the symptoms completely subside.
- (v) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified. These officers/staff who are residing in the Containment Zone shall work from home and shall be available on telephone and electronic means of communications at all times.
- (vi) All officials who attend office shall strictly follow Covid appropriate behavior including wearing of mask even inside the building, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- (vii) Nonverbal communication by texting/emailing should be encouraged among office staff even if they are sitting next to each other in the same room. Further they should be encouraged to have indirect forms of verbal communication through personal mobiles/telephones instead of direct face-to-face interactions.
- (viii) Crowding in lifts, staircases, corridors, common areas including parking areas is to be strictly avoided.
- (ix) Meeting as far as possible, to be conducted online through video-conferencing/MS-Team etc.
- (x) Adequate measures should be taken in office to facilitate cross ventilation where possible.
- (xi) Caution should be exercised while using common toilets. Flushing has the potential to generate aerosols that can stay longer in air. Masks should be always on while using these and if possible, the same toilet should be reused only after half an hour or more of last usage. Pictorial instructions should be put in the toilets regarding cleaning them after utility. This should be followed by adequate hand hygiene.

- (xii) Entry of outsiders/visitors to be curtailed appropriately.
- (xiii) If any employee tests positive, he/she should report the matter and also take necessary precautions.
- (xiv) Facial recognition system to be used for attendance marking.
- (xv) Disinfection of office on every weekend.

All are requested to comply with the instructions issued by Government of India and CSIR in this regard.

This order shall come into force with immediate effect.


(S.S. Mandal)
Under Secretary

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. Office of LA, CSIR
7. All Heads of Units and Heads of Directorates of CSIR HQ
8. All Divisional Heads of CSIR HQ and its Units- with the request to bring this OM into the knowledge of all staff members under their respective control.
9. Head, IT – with the request to upload this OM on CSIR Website
10. Office Copy.