OFFICE MEMORANDUM

Sub: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – Attendance – regarding.

2) CSIR endorsement vide letter No. 5-1(17)/2008-PD dated 20.05.2020.

In compliance of DoPT OM No. 11013/9/2014-Estt. A. III dated 18th May 2020 endorsed by CSIR letter No. 5-1(17)/2008-PD dated 20.05.2020 on the above subject, and in supersession of CLRI OM of even number dated 17.05.2020, the attendance of staff of CLRI is regulated as follows:

1. CLRI will function on all working days from 09.00 am to 05.30 pm.
2. Senior Scientists, Principal Scientists, Senior Principal Scientists, Chief Scientists, Senior Technical Officers (3), Principal Technical Officers, Officers of Deputy Secretary level and above, and all Heads of Divisions / Sections irrespective of level shall attend office on all working days.
3. For regulating the attendance of staff other than the above, Heads of Divisions/Sections shall prepare a roster so as to ensure that 50% of staff attend office on every alternate day. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.
4. All Research Scholars, Project Assistants and outsourcing contract staff shall attend office on all working days.
5. Biometric attendance shall continue to be suspended until further orders. The Heads of Divisions/Sections are requested to ensure maintenance of division/sectionwise attendance register.
6. The SOPs issued from time to time may be complied with.

The above instructions shall be in force with immediate effect.

This issues with the approval of Director, CSIR-CLRI.

(D V S Sastry)
Administrative Officer

Copy to:
1) All the Heads of Divisions/Sections – with a request to inform their staff concerned
2) Scientist In-charge, All RCED’s
3) PS to Director
4) Security Officer
5) Intranet & Notice Boards