

सीएसआईआर – केन्द्रीय चर्म अनुसंधान संस्थान  
**CSIR – CENTRAL LEATHER RESEARCH INSTITUTE**  
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् **Council of Scientific & Industrial Research**  
अडयार, चेन्नै, तमिलनाडु, भारत **Adyar, Chennai – 600020, Tamil Nadu, India**

No.CLRI/7.7/2021

Dated: 29<sup>th</sup> April 2021

**CIRCULAR**

Sub: Grant of leave - Permission for Work From Home / Station leaving - COVID - 19 - Reg.

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In view of the new COVID cases being reported, staff members are requested to consult the Medical Officer, CLRI for advice if they or their family members have the following symptoms:

1.	Fever	6.	Sore throat	11.	Headache
2.	Dry cough	7.	Throat irritation	12.	Diarrhea
3.	Tiredness	8.	Loss of taste	13.	Difficulty in breathing
4.	Weakness	9.	Loss of smell	14.	Chest pain or discomfort
5.	Body pain	10.	Skin rashes	15.	Running nose

If staff or family members has been advised by Medical Officer, CLRI for testing COVID, the staff members are hereby directed not to attend office until the result is known.

If the staff are tested positive, they are requested to inform the Medical Officer. Medical Officer will keep the Director and the Administration informed of the course of action recommended.

If the family members of the staff are tested positive, they are requested to write to the Medical Officer on the mail id [parimalak@clri.res.in](mailto:parimalak@clri.res.in), requesting for work from home by submitting the test report, with copy to the Director, Controller of Administration and Head of the Department. Permission for work from home will be granted by Director, CLRI only on the recommendation of the Medical Officer, CLRI.

Staff Members who have gone out of station on personal grounds without applying for leave Hardcopy/ERP/prior intimation to their Heads of Department/station leaving permission and unable to reach Headquarters due to lockdown will have to apply for leave due and admissible for the period of absence.

This issues with the approval of the Director, CLRI.

  
(M ARUN MANIKANDA BHARATHI)  
ADMINISTRATIVE OFFICER

**Copy to:**

1. All Head of Divisions/Sections – with a request to inform all their staff
2. Head, Dispensary
3. PPS to Director
4. PPS to COA
5. Intranet