OFFICE MEMORANDUM

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


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In compliance of CSIR OM and Ministry of Home Affairs Order cited under references on the above subject, the Director, CLRI has been pleased to make the following arrangements as preventive measures to contain the spread of COVID-19.

1. Scientist, Sr. Scientist, Principal Scientists, Senior Principal Scientists, Chief Scientists, Senior Technical Officers (3), Principal Technical Officers of Deputy Secretary Level and above, and all Heads of the Department irrespective of level shall attend office on all working days.

2. For regulating the attendance of staff other than the above, Heads of Department shall prepare a roster so as to ensure that 50% of staff attend office on every alternate date. 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. The officers/staff, on direction by his/her HOD, shall attend office, if required, on public interest.

3. The above provisions are not applicable to essential services viz., Dispensary, Security, Engineering Services (Civil & Electrical) and Campus House Keeping Unit.

4. All Research Scholars, Project Assistants shall attend office on roster basis as devised by Head of the Department.

5. Case of outsourcing staff, HODs may take appropriate decision following COVID SOPs.

6. No Staff Members/Research Scholars/Project Staff are allowed to leave Headquarters unless it is emergency with prior permission of the Competent Authority.

7. In the absence of biometric attendance, the Heads of the Department are requested to ensure maintenance of Department wise attendance register.

8. 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.

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9. Crowding in lifts, staircases, corridors, common areas including parking areas is to be strictly avoided.

The above instructions shall come into force with immediate effect until further orders.

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

(M ARUN MANIKANDA BHARATHI)
ADMINISTRATIVE OFFICER

Copy to:

1. All Head of Divisions/Sections - with a request to wide circulation
2. Head, Dispensary
3. PPS to Director
4. PPS to COA
5. Intranet