

CSIR-NATIONAL INSTT. OF SCIENCE, TECHNOLOGY & DEVELOPMENT STUDIES  
Dr. K.S. KRISHNAN MARG, PUSA GATE, NEW DELHI – 110 012.

No: COA/NIS/Misc./2020

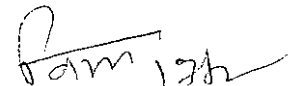
Dated: 16.02.2021  
12

OFFICE MEMORANDUM

**Sub: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Attendance of Central Government Officials reg.**

The Govt. of India vide their OM No. 11013/9/2014-Estt. A.III dated 13.02.2021 endorsed by CSIR HQ vide their letter No. 5-1(17)/2008-PD dated 15.02.2021 have issued following detailed guidelines whereby orders regulating the attendance of Central Government employees which are to be followed in letter and spirit.

- (a) The Government servants at all levels are to attend office on all working days without any exemption to any category of employees.
- (b) The officers/staff shall follow staggered timings to avoid overcrowding in offices/workplaces as decided by the Heads of Department.
- (c) All officers/staff residing in the containment zone shall be exempted from coming to offices 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.
- (d) Biometric attendance shall continue to be suspended until further orders.
- (e) Meetings, as far as possible, may continue to be conducted with video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.

  
(Vijay Lakshmi)  
Section Officer

Hindi version follows

Copy to:-

1. PS to Director
2. PS to COA
3. All staff members for wider information and circulation
4. IT Head
5. Office copy

NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY AND DEVELOPMENT STUDIES  
Dr. K.S. Krishnan Marg, New Delhi-110012

No. IISF-NISTADS/2020/Adm.

Dated : 17.2.2021

OFFICE MEMORANDUM

Director, CSIR-NISTADS has been pleased to constitute committee comprising of following officers to organize a Sankalp Function related to India International Science Festival (IISF) 2020 to be held on 04.03.2021 at India International Centre, New Delhi as per details given below :-

**Organising Committee :-**

Dr. Sujit Bhattacharyan, Chief Scientist - Chairman  
Dr. Vinayak, Sr. Scientist - Convenor

**(I) Function Coordination at IIC, New Delhi**

1. Dr. Mohd. Rais, Chief Scientist
2. Dr. Vipin Kumar, Sr. Principal Scientist

**(II) Invitation**

1. Dr. Naresh Kumar, Chief Scientist
2. Dr. Madhulika Bhati, Sr. Scientist

**(III) Mementos, Bckdrops & Bouquet**

1. Dr. Suman Ray, Principal Scientist
2. Dr. Vinayak, Sr. Scientist
3. Shri J.S. Narula, Sr. Tech (II) & Even Organiser

**(IV) Reports Publication & Designing**

1. Dr. Yogesh Suman, Sr. Pr. Scientist
2. Shri Ashwani Brahmi (NISCAIR)
3. Mrs. Neeru Vijan (NISCAIR)

**(V) Online Webcaste**

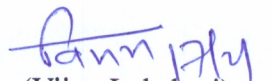
1. Shri Avinash Ksjitij, Pr. Scientist
2. Shri Praveen Ramdass (VIBHA)
4. Shri A.K. Bhardwaj, PTO

**(VI) Logistics & Transport**

1. Mrs. Vijay Lakshmi, Section Officer
2. Shri J.S. Narula, Sr. Tech (II)
3. Shri R.K. Nagarwal, Sr. Tech (II)

**(VII) Supervision of Catering**

1. Mrs. Tara Verma, Sr. Tech (II)
2. Mrs. Inderjeet Kaur, Sr. Steno

  
(Vijay Lakshmi)  
Section Officer

Copy to :-

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3. P.S. to COA
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