

NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND POLICY RESEARCH

PUSA GATE, Dr. K. S. Krishnan Marg , NEW DELHI

No. COA/NcPR/2/2021

Dated : 29-05-2021

OFFICE MEMORANDUM

Consequent upon the decreasing number of COVID positive cases in Delhi , the Director ,CSIR – NIScPR , New Delhi has decided to re-open the office from 31.05.2021 with the following instructions :

- a. Physical attendance of the officers of the level of Under Secretary or equivalent and below to be restricted to 50% of the actual strength. Divisional/Sectional Heads may regulate the attendance of officials and may, on administrative grounds, direct more officials to attend office. A roster may be prepared accordingly.**
- b. All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.**
- c. The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:**
 - 9.00 A.M. to 5.30. P.M.**
 - 9.30 AM to 6.00 PM**
 - 10.00 A.M. to 6.30 P.M.**
- d. All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.**
- e. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.**
- f. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.**

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g. 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.

h. Eating or drinking in the very presence of others are to be avoided. Crowding in staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided. Air conditioning to be avoided in closed spaces as far as possible and increased ventilation by open windows to be encouraged wherever possible.

i. Meetings, as far as possible, to be conducted through video-conferencing.

J. Entry of outsiders /visitors to be curtailed appropriately

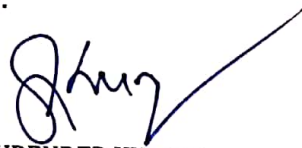
k. In compliance of Dopt. instructions , all employees of the age of 18 years and above are advised to get themselves vaccinated.

l. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.

m. All staff members shall be required to download Aarogya Setu application on their mobile phone and shall enter the offices only when a green signal is there with the message "you are safe"

2. All employees/Contractual workers are to ensure strict compliance of instructions on Covid-appropriate behaviour issued by MHA, MoH&FW and DoP&T from time to time. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.

3. The above instructions/ guidelines shall come into effect immediately.



SURENDER KUMAR

To

All Staff Members

(CONTROLLER OF ADMINISTRATION)

Copy to -

Joint Secretary (Admn.), CSIR