

CSIR-National Institute of Science Communication and Information Resources
Dr. K.S. Krishnan Marg, New Delhi-110012
And
14, Satsang Vihar Marg, New Delhi-110067

No. S.O (Gen)/1/2020

23rd March 2020

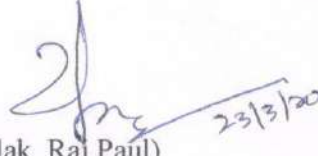
OFFICE MEMORANDUM

In supersession of this Institute's O.M No. COA/15/2020(II) dated 20th March 2020, the following further instructions are issued by Govt of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training vide their O.M No. F.No. 11013/9/2014-Estt-(A-III) dated 22/3/2020, the Director, NISCAIR, NISCAIR has been pleased to approve the following instructions/directions for this Institute:-

(1) Head of Department (HoDs) may draw up a Roster of staff (all Officers and employees including consultants/contract and outsourced employees, including RI/PA/Research Students), who are required to tender essential services within each Department. They alone may be asked to attend office from 23rd March until 31st March 2020. In other words, the office should function with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend office if called for, in case of any exigencies of work.

These instructions shall be applicable with immediate effect.

This issues with the approval of Director, NISCAIR.


(Tilak Raj Paul)
Section Officer (Gen)

Copy to:-

- 1 All HoDs/Sectional GHeads
- 2 P.S to Director
- 3 Head IITD to upload on NISCAIR website
- 4 Security In-charge/Receptionist for compliance of above orders
- 5 ASII Notice Boards
- 6 Office copy