

F. No.11013/9/2014-Estt-(A-III)

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi
Dated 22.03.2020

OFFICE MEMORANDUM

SUB: Preventive measures to contain the spread of COVID -19

In supersession of this Department's OM of even no. dated 19.03.2020 and 20.03.2020, the following further instructions are issued:

- (i) Heads of Department (HoDs) may draw up a Roster of Staff (all officers and employees, including consultants/ contract and outsourced employees), who are required to render 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.
 - (ii) Similar instructions should be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
 - (iii) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
 - (iv) These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19.
2. These instructions shall be applicable with immediate effect.


22/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India.

To

1. All the Ministries and Departments of Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Technical Director. NIC, DoPT

CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND INFORMATION
RESOURCES

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No. COA/15/2020 (II)

20th March, 2020

OFFICE MEMORANDUM

Sub: **Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) –reg.**

In view of the prevailing pandemic situation of Corona Virus, in pursuance of CSIR endorsements No 5-1(17)/2008-PD dated 19-03-2020 and 18-03-2020 enclosing therewith DOPT instructions on the subject matter, the following instructions as per DOPT guidelines are issued for compliance by all Officers/staff including RI/PA/Research students and Contractual staff.

Meetings as far as possible should be done through video conferencing. To minimize or reschedule meetings involving large number of peoples unless necessary.

Avoid non-essential official travel.

Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.

Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.

Those found having flu –like symptoms are advised to take proper treatment/quarantine etc.

The leave sanctioning authorities are advised to sanction leave whenever any request is made for self – quarantine as a precautionary measure. Public dealing as far as possible is to be avoided.

All officials are advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers.

All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions are advised to take extra precautions. The HoDs/Sectional Heads are instructed to take care not to expose such employees to any front-line work requiring direct contact with the public.

Security staff and Receptionist are instructed to use thermal scanners and sanitizer for all visitors **mandatorily**.

The entry is restricted for outside visitors. Visitors will be allowed only when it is essential. They have to specifically seek approval of the officer to be visited and they have to be issued Visitor's pass after thermal scanning at the entry gate.

It has been observed that during lunch time, a number of staff gathers in the parks inside campus. Gathering of more than 10 persons for any activities including sports activity is to be completely avoided. .

It has also been observed that a number of suppliers for **online purchasing** by NISCAIR staff are supplying material in NISCAIR Campus. This needs to be totally avoided by all NISCAIR staff. All Officers/staff are requested **not** to purchase **online** at office address.

All HoDs/Sectional Heads are requested to provide rosters as per OM No COA/15/2020 (I) dated 20.3.2020 on the above mentioned subject.

These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.

This issues with the approval of the Director, NISCAIR.


20/3/2020
(VEENA JAIN)

CONTROLLER OF ADMINISTRATION

Copy to:

1. All HoDs/Sectional Heads
2. PS to Director
3. Head, IITD to upload on NISCAIR website
4. Security Incharge/Receptionist for compliance of above orders
5. All Notice Boards
6. Office Copy