

**CSIR-CENTRAL ROAD RESEARCH INSTITUTE
DELHI-MATHURA ROAD, NEW DELHI-110025**

No.CRRI/CoA/1.3


23.03.2020

OFFICE MEMORANDUM

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

In pursuance of DoPT OM dated 22.03.2020 as well as Govt. of NCT of Delhi order dated 22.03.2020, the Director, CSIR-CRRI has presided over a meeting of the HoDs of CSIR-CRRI at 10.30 AM in the Council Hall today, wherein the issue under consideration was discussed at length and subsequently, the following essential emergency services have been identified, **whose minimum staff shall be available in office** in order to ensure smooth running of the services:

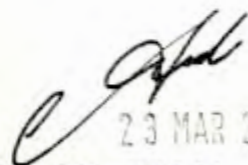
1. At the onset, the Director, CSIR-CRRI, has instructed all the members present in the meeting to maintain a safe distance of 01 meter from each other to prevent the spread of COVID-19.
2. HoD Maintenance, has been instructed to draw up a roaster of staff of Electrical and Maintenance, Housekeeping, Sub Station, Fire Fighting and Water Supply, who will be available in the office to run the essential facilities.
3. The Chairperson of the Canteen and Guest House Committee, has been directed to ensure minimum attendance of Guest House Staff in order to prepare meals for the guests and students as well as to ensure proper cleaning of guest house rooms.
4. The Director, CSIR-CRRI has also instructed that Security Services should be run as per procedure and without compromising the security of the Institute as well as MBSQ. However, the duty shifts allotted to guards who are residing in far of places such as Rohtak need not be compelled to report for duty in view of the Govt. of NCT orders and therefore, their duties shall be attended to by other guards who are residing near the CRRI office campus as well as MBSQ.
5. Regarding, Horticulture services, the HoD (MBSQ) has informed that out of 24 Malies, 19 Malies come to the office on foot and therefore, these 19 Malies will be redeployed in the manner of 10 Malies on one day and the remaining 9 Malies on the next day. This cycle will continue up to 31st March, 2020 or till further orders. The same system will be followed for MBSQ horticulture Malies.
6. For MBSQ staff related to work of pump, electricity and plumbing etc. HoD (MBSQ) has been instructed to draw up a roaster to run the services smoothly. In case it is felt necessary that they should stay in the Campus, then necessary arrangements can be made for their stay in vacant staff qtrs. for the time being as a stop gap arrangement only. No construction activities will take place in the Campus.


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7. In view of the instructions issued by the District Magistrate, to be prepared to provide for quarantine facilities if required by the Administration in times of exigency, both the corner rooms in Guest House Wing-II and two staff quarters in MBSQ shall be kept ready for quarantine purpose.
8. The salary bills of the staff, pensioners, Research Interns and Project Assistants etc. will be prepared by E-II Section and shall be cleared by Finance & Accounts Section expeditiously. For this purpose the essential staff of both E-II Section and Finance & Accounts Section shall attend the office.
9. The I.T. and Website service shall be handled by HoD (CCN) from his residence at MBSQ.
10. All Scientists shall work from home, read literature and may have webinars with their colleagues to enhance their skills. They shall be available on e-mail and telephone/mobile and attend the office as and when required.
11. The HoD (DLS) has been instructed by the Competent Authority that as and when students wish to access the library services, they can do so by requesting the staff members of the library namely Ms. Ching Lyndia, Technical Officer and Ms. Mitali Mohpatra, Sr. Technical Officer to open the library as and when required.
12. Offline applications/Hard copy of candidates who have applied for the posts of Scientists at CSIR-CRRI through open advertisement shall be received in the Office of the Caretaker at the Institute Main Gate and he shall keep a record of the same.
13. The Director, CSIR-CRRI, will work from his Camp Office at MBSQ.
14. The COA and AO shall be available in office as and when required.
15. All other Staff Members, Project Assistant, Research Interns etc. who are working from their homes shall be available through telephone/mobile and electronic means. They may be asked to attend the office as and when required.

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

Hindi version follows.



23 MAR 2021

(ANJUM SHARMA)
Controller of Administration

Copy to

1. All HoDs/Sectional Heads
2. PS to Director
3. PA to AO
4. PA to COA
5. F&AO
6. Caretaker
7. HoD (CCN) :- with a request to upload on CRRI Website
8. All notice boards