

CSIR-CENTRAL ROAD RESEARCH INSTITUTE
Delhi – Mathura Road
New Delhi-110025

No.Sr. CoA/1.4/2021-22

Dated: 14.01.2022

OFFICE MEMORANDUM

It has been observed that a number of officers/ staff of this Institute have either been themselves infected or their close family members have been infected by Covid-19/ Omicron variant of Covid-19 virus. Such staff members have been informing the office about the situation and requesting them to "Work From Home" or asking advice of office in r/o their suitable date of joining etc.

(2).In order to clarify the position, the following procedure may be adopted:-

(i).If any staff member who has himself/herself tested Covid-19 positive or any family member residing in his/her residential home has tested Covid-19 positive, the concerned staff shall inform Sr. CoA through email and request for permission to observe Self-Isolation (Quarantine) or Work From Home, as the case may be. A copy of this email may be endorsed to his/her HoD attaching copy of Test Report (Rapid Antigen Test (RAT)/ RT- PCR Test) of self/ family and giving clear details of the matter including:-

- (a).date of infection/ fallen ill,
- (b).date of testing positive and
- (c) expected number of days Self-Isolation / Work From Home is required to be availed. .

(ii).The email must be received in Sr. CoA's office at below mentioned email ID only, so that it is taken up for appropriate action. It is not sufficient to send to HoD only.

vkrajput.crrri@nic.in

(3).In case HoDs receive such emails, addressed to themselves only, they may forward it to Sr. CoA at above mentioned email ID so that matter is taken up by Administration directly. No leave/ Work From Home/ Self-Isolation may be granted by any Division except Administration, else it will not be considered acceptable/ authorized.

(4).Administration will take up the cases based on information provided and issue O.M. to inform staff regarding the outcome of their request.

(5).Any officer/ staff member found to be misusing this facility or sending incorrect information shall be considered to have violated the provisions of CCS (Conduct) Rules, 1964 and appropriate action may be initiated for misconduct.

Contd....2

Rajiv
14/1/2022

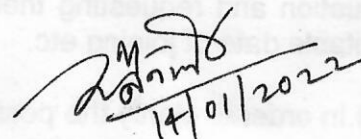
(6). Test Reports should preferably be from reputed diagnostic labs/ testing agencies/ hospitals (Govt. / CGHS empanelled or reputed private hospitals) or Self Diagnostic Kits (app enabled).

(7). Persons on "Work From Home" should report daily to HoD who will assign some work to them and monitor its progress.

(8). All staff may follow the guidelines issued by Ministry of Health, DoPT/ Ministry of Home, DDMA, NDMA, CSIR from time to time during the pandemic and practice protection measures/ periods as advised for home isolation, Work from Home etc.

(9). This issues with the approval of the Competent Authority.

(10). Hindi version follows.



14/01/2022

(SANGEETA BANERJEE)
Sr. Controller of Administration
Dated, 14th January, 2022

Copy to :-

1. All staff of CSIR-CRRI including HoDs
2. PS to Director, CRRI
3. PA to Sr. CoA
4. PA to AO
5. Guard File on the subject - Sr CoA office
6. F&AO, SPO, CRRI
7. Head, CCN – with request to upload on CRRI website/ Intranet/ Electronic Display Board
8. All Notice Boards – Institute and MBSQ (Campus I & II)