

CSIR-Central Road Research Institute
Delhi-Mathura Road, New Delhi-25

No.COA/ Misc./2020(1)

Dated: 17.04.2020

OFFICE MEMORANDUM

Subject: MHA Consolidated Revised Guidelines for Containment of COVID-19-reg.

It is notified for the information of all concerned, that in pursuance of MHA Consolidated Revised Guidelines for Containment of COVID-19, issued vide Order No. 40-3/2020-DM-I(A) dated 15-04-2020 on the subject mentioned above, duly endorsed by CSIR Hqs. vide letter No. 5-1(17)/2008-PD dated 15-04-2020, the Director, CSIR-CRRI has been pleased to accord approval in respect of the following arrangements for this Institute, the details of which are as follows:

The following officers shall attend the office w.e.f. 20-04-2020:

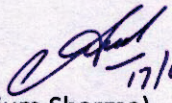
- a) All Scientists of the level of Sr. Scientist and above.
- b) All Technical staff of the level of Sr. Tech officer(3) and above.
- c) Controller of Administration
- d) All Divisional and Sectional heads.

If any officer falling in the above four categories is residing in the notified containment zones or hotspots, he/she/they may continue to work from home till such area is de-notified. However such officers are required to take prior permission/exemption from the Director CSIR-CRRI by sending an e-mail, giving valid reasons for not attending office including furnishing details of full residential address, etc.

2. Further, all HoDs are requested to identify the remaining officers and staffs upto 33% of their respective division/section who are required to attend the office from Monday i.e. 20-04-2020, as per their functional requirement. Such staff may also be informed telephonically or by e-mail by the concerned HoDs. The remaining officers/staffs shall continue to work from home.

3. The outsourced manpower engaged through manpower agency who are involved in electrical, plumbing, carpentry, housekeeping, horticulture related services such as Mali etc., security and other essential services shall be required to attend the office. The concerned HoDs may identify such contractual staff expeditiously.

4. The contents of the aforementioned MHA circular may be strictly implemented for compliance by all concerned. The SOP enclosed as Annexure-II of the MHA circular is required to be followed without any deviation whatsoever. The HoD(Maintenance) is requested to make necessary arrangements in this regard.


17/04/2020
(Anjum Sharma)

Controller of Administration

Copy to:

1. All HoDs/Sectional Heads- With the request to bring the content of this O.M. to the notice of all Officers/Staff working in their Division/Section.
2. PS to Director
3. F&AO
4. PA to AO
5. Caretaker
6. HoD CCN- With the request to upload the same on the CRR I Intranet as well as on the Digital Display Board.
7. All Notice Boards.
8. Office Copy.