

CSIR-NATIONAL METALLURGICAL LABORATORY
Jamshedpur-831 007

No. NML/E-III/(37)/2021

Date : 26-11-2021

OFFICE MEMORANDUM

With ref. to the Ministry of Personnel, PG &P, DoPt, GOI O.M. No. FNo.11013/9/2014-Estt. AIII dt.01.11.2021, as endorsed by CSIR vide letter No.5-1(17)/2008-PD dt.03.11.2021, Bio-metric attendance is introduced at CSIR-NML with the following guidelines: -

1. Sanitizers must be placed beside biometric machines by the **Security-in-charge** and all employees should sanitize their hands before and after registering biometric attendance.
2. Physical distancing of six feet must be maintained while registering biometric attendance.
3. All employees shall be required to wear mask/face covers, at all times, including while registering biometric attendance.
4. Designated personnel should be deployed by the **Security-in-charge** near bio-metric stations to clean/wipe the touchpad/scanner areas of biometric scanners frequently.
5. COVID appropriate behavior should be followed by all employees at all times and meetings etc. shall continue to be conducted on MS-Team/Video-conferencing mode and personal meetings with visitors, unless necessary in public interest, are to be avoided.



(K. Bhattacharya)

Controller of Administration

- Copy to :
1. All Divisional/Sectional heads
 2. PS to Director
 3. PA to Advisor Management
 4. COA/AO's Secretariat
 5. GL-ITG
 6. Security-in -Charge
 7. e-notice board