

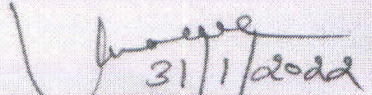
F.No.11013/9/2014-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated the 31<sup>st</sup> January, 2022

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) –Attendance of Central Government officials regarding.

The undersigned is directed to refer to this Department's OM of even number dated the 3.1.2022 (copy enclosed) on the above-mentioned subject and to state that the instructions issued vide the said OM will remain in force upto 15th February, 2022 or till further orders, whichever is earlier.

  
31/1/2022  
(Umesh Kumar Bhatia)

Deputy Secretary to the Govt. of India

To

1. All the Ministries/Departments, Government of India.
2. PMO/Cabinet Secretariat.
3. PS to Hon'ble MoS.(PP).
4. PSO to Secretary (Personnel).
5. Sr. Tech, Director, NIC, DoP&T – for uploading.

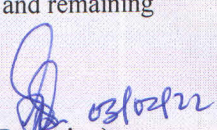
**CSIR-NATIONAL METALLURGICAL LABORATORY**  
JAMSHEDPUR-831 007

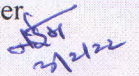
Endorsement No. CSIR-NML/COVID19/E-III/Misc.

Dated : 03-02-2022

Copy to :

1. **All/Divisional/Sectional Heads/Advisors** - For those officials below the level of Under Secretary and equivalent like, Scientist, Sr.TO(2) and above, the respective HoDs will prepare a roster so as to ensure that 50% of the officials attend office on alternate days and remaining 50% shall work from home to till 15<sup>th</sup> February,2022.
2. **P.S. to Director,**
3. **PA to AO**
4. **Notice Boards**

  
(S. Banerjee)  
Administrative officer.

  
21/2/22



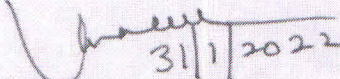
F.No.11013/9/2014-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated the 31<sup>st</sup> January, 2022

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) –Biometric attendance regarding.

The undersigned is directed to refer to this Department's OM of even number dated the 3.1.2022 on the above-mentioned subject and to state that the biometric attendance shall remain suspended till 15th February, 2022 or till further orders, whichever is earlier. It is reiterated that the employees shall mark their attendance in the Attendance Registers to be maintained manually. All the Heads of Departments shall also ensure that all employees wear masks, at all times, and continue to follow COVID-appropriate behavior strictly.

  
31/1/2022

(Umesh Kumar Bhatia)

Deputy Secretary to the Govt. of India

To

1. All the Ministries/Departments, Government of India.
2. PMO/Cabinet Secretariat.
3. PS to Hon'ble MoS.(PP).
4. PSO to Secretary (Personnel).
5. Sr. Tech, Director, NIC, DoP&T – for uploading.



F.No.11013/9/2014-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
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North Block, New Delhi

Dated the 3<sup>rd</sup> January, 2022.

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Attendance of Central Government officials regarding.

Reference : MHA Order No.40-3/2020-DM-I(A) dated the 27<sup>th</sup> December, 2021.

In view of the initial signs of surge in cases of COVID-19, the matter regulating attendance of Central Government employees has been reviewed and it has been decided as under, with immediate effect till 31<sup>st</sup> January, 2022 :-

- (i) Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the Departments concerned.
- (ii) All officers of the level of Under Secretary & above are to attend office on regular basis.
- (iii) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- (iv) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicted below:
  - (a) 9.00 A.M. to 5.30. P.M.
  - (b) 10.00 A.M. to 6.30 P.M.
- (v) All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.



- (vi) Those officers/ staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times.
- (vii) Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (viii) All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times.
- (ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

2. All Ministries/ Departments / Offices as well as the Central Government employees are directed to ensure strict compliance of instructions on COVID-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time.

  
3/1/2022  
(Umesh Kumar Bhatia)

Deputy Secretary to the Government of India  
Tel 2309 4471

To

1. All the Ministries/Departments, Government of India
2. PMO / Cabinet Secretariat.
3. PS to Hon'ble MoS(PP).
4. PSO to Secretary (Personnel).
5. Sr. Tech. Director, NIC, DoP&T – for uploading on website.



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली.110 001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



सां/No. : 5-1(17)/2008-PD

Dated 01.02.2022

प्रेषक / From : संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान  
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

महोदया/Madam / महोदय/Sir,

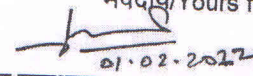
मुझे भारत सरकार द्वारा जारी किए गए निम्नलिखित कार्यालय ज्ञापन को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है:

I am directed to forward herewith the following Office Memoranda issued by the Government of India for your information, guidance and compliance:

क्रम सं. Sl. No.	कार्यालय ज्ञापन सं/. Office Memorandum No.	विषय/ Subject
1.	भारत सरकार, कार्मिक, लोक शिकायत और पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग का कार्यालय ज्ञापन सं 11013/9/2014-Estt.A-III दिनांक 31.01.2022 Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training Office Memorandum No. 11013/9/2014-Estt.A-III dated 31.01.2022	Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Biometric attendance regarding.
2	भारत सरकार, कार्मिक, लोक शिकायत और पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग का कार्यालय ज्ञापन सं 11013/9/2014-Estt.A-III दिनांक 31.01.2022 Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training Office Memorandum No. 11013/9/2014-Estt.A-III dated 31.01.2022	Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Attendance of Central Government officials regarding.

Further, Labs/Instts. may notify similar instructions based on the local scenario and comply with instructions issued by Govt./CSIR, from time to time, in this regard.

भवदीय/Yours faithfully,

  
01.02.2022

(उपेन्द्र उपाध्याय/ Upendra Upadhyay)  
अनु.अधि.(नीति प्रभाग)/Section Officer (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ/  
Head, IT Division - with the request to make this circular letter available on the website & Policy Repository.
- कार्यालय प्रति/Office copy.

Phones : EPABX-23710138, 23710144, 23710158, 23710468, 23710805, 23711251, 23714238, 23714249, 23714769, 23715303  
Fax : 91-11-23714788  
Website : <http://www.csir.res.in>