

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, RAFI MARG, NEW DELHI-01

F.No. 6-9(53)/78/2004-/E-III

Dated: 28.02 2022

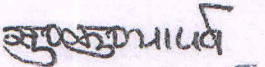
OFFICE MEMORANDUM

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

It has been decided by the Competent Authority to resume biometric attendance for all level of employees, with effect from 1st March, 2022. The marking of attendance will be subject to the following:

- a) Sanitizers are placed beside biometric machines. All employees may sanitize their hands before and after marking of attendance.
- b) Physical distancing of six feet is to be maintained by all while marking attendance.
- c) All employees will be required to wear mask/face covers, at all times, including while waiting to mark their attendance;

All are requested to comply the above instructions.


(S.K. Yadav)
Under Secretary

Copy to:

1. Office of Hon'ble VP, CSIR
2. Office of DG, CSIR
3. Office of JS (Admn.)
4. Office of FA, CSIR
5. Office of CVO, CSIR
6. Office of LA, CSIR
7. All Heads of Units and Heads of Directorates of CSIR HQ
8. All Divisional Heads of CSIR HQ and its Units- with the request to bring this OM into the knowledge of all staff members under their respective control.
9. Head, IT – with the request to upload this OM on CSIR Website
10. Office Copy.


CSIR-NATIONAL METALLURGICAL LABORATORY
JAMSHEDPUR-831 007

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

Dated : 28-01-2022

Copy to :

1. All/Divisional/Sectional Heads/Advisors - for circulation amongst staff
2. P.S. to Director, for information and compliance please.
3. Head, KRIT for information and necessary action pl.
4. PA to AO
5. Notice Boards


(Chandresh Kumar)
Section Officer(G)