



सीएसआईआर-संरचनात्मकअभियांत्रिकी अनुसंधान केंद्र
CSIR-Structural Engineering Research Centre, Chennai
&

सी एसआईआरमद्रासकॉम्प्लेक्स **CSIR MADRAS COMPLEX**
वैज्ञानिकताऔद्योगिकअनुसंधानपरिषद(Council of Scientific Industrial Research)
सी.एस.आई.आर.कैंपस, त्रमणी, चेन्नै-113CSIR CAMPUS, TARAMANI, CHENNAI – 600 113.

सं-/No.MC/3/11(1)/2008-GenI

दिनांक /Dated : 08/05/2021

परिपत्र / CIRCULAR

Sub : Closure of CSIR-SERC & CMC (CSIR Campus, Chennai) - reg.
Ref: Tamil Nadu Govt. News Bulletin No. 8 dated 8.5.2021.

In continuation of this Office Memo of even number dated 04/05/2021 & the restrictions imposed vide reference above by the State Government of Tamil Nadu under National Disaster and Management Act, this campus (CSIR-SERC & CMC) shall remain closed from 10.05.2021 (4.00 AM) to 24.05.2021 (4.00 AM). **except** for the following works.

- Security, Sanitation, ICT and other essential infra functions will remain operational including transport section.
- Staff members of SERC & CMC engaged in Scientific and technical responsibilities to manage COVID 19 may attend the office. In addition, Scientists who are having urgent project commitment& scientific work of continuous nature and the related technical staff members may attend office with prior intimation to the respective Heads.
- Other staff members including Research Scholars and Project Assistants may work from home but they should be available through all means of communication including MS-Teams. They should attend office on call of duty for essential and exigent work.
- Heads of Divisions/SICs have to ensure the safety of equipments, facilities, etc. available in the respective labs/units.
- Staff car facility will be made available in case no personal transport is available, if called for official duty.
- Bill Section and Accounts Section of CMC & CSIR- SERC may attend to essential duties like Salary Payment, Medical Advance & Retirement related work and other statutory payments.
- Staff members will not leave headquarters without prior permission of Competent Authority.
- Staff members and outsourced employees are allowed to render their services from home but, should be available on telephone and electronic means of communication at all times.
- In case of essential service certificate is needed, respective administration will issue the same on 10.05.2021 and also by **e-mail and /or by whatsapp**.
- Staff members residing at CSIR General Pool accommodation at CLRI campus may adhere to guideline issued by CLRI from time to time.
- Any staff member can be called for duty in person due to exigency of work/service at any time.

Further, staff members and their family members above the age of 18 are encouraged to get themselves vaccinated immediately at the nearest Health Centre of Chennai Corporation.

This issues with the approval of Competent Authority.


(के.एम.श्रीधर/ K.M. SRIDHAR)

प्रशासननियंत्रक / CONTROLLER OF ADMINISTRATION
& NODAL OFFICER, COVID Management

To

1. The Joint Secretary (Admn), 2, Rafi Marg, New Delhi – 110001.
2. All Project Leaders / Divisional Heads, CSIR-SERC
3. All Scientist-in-Charge of participating Units & Sections / Divisional Heads, CMC
4. All Notice Boards (CMC & CSIR-SERC)
5. Intranet (CMC & CSIR-SERC)
6. PA to COA, CSIR-SERC
7. PA to COA, CSIR-CMC
8. PA to Advisor (M), CSIR-SERC
9. PS to Director, CSIR-SERC and Co-ordinating Director, CMC
10. PS to Director, CSIR-CLRI
11. Security Assistant, CMC