



सीएसआईआर-संरचनात्मक अभियांत्रिकी अनुसंधान केंद्र

CSIR-Structural Engineering Research Centre, Chennai

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सी एस आई आर मद्रास कॉम्प्लेक्स CSIR MADRAS COMPLEX

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद (Council of Scientific Industrial Research)

सी.एस.आई.आर. कैंपस, तारमणी, चेन्नै-113 CSIR CAMPUS, TARAMANI, CHENNAI - 600 113

सं-/No.MC/3/11(1)/2008-Genl

दिनांक / Dated : 04/05/2021

परिपत्र CIRCULAR

विषय/Sub : Preventive measures to contain the spread of COVID-19 - reg

- संदर्भ/Ref:
1. CSIR OM of even number dated 19/04/2021
  2. DoPT, GoI F No.11013/9/2014-Estt.A-III, dated 19.04.2021 and 03/05/2021
  3. TN Govt Media bulletin No 242 of 03/05/2021

In continuation of this Office Memo of even number dated 23/04/2021, the Director, CSIR-SERC & Coordinating Director, CMC has been pleased to approve the following:

1. The Institutes will work with total 50% of manpower of all groups except for essential services mentioned below (Sl.No.5)
2. Head of Divisions to draw duty rosters accordingly, and a copy of the same may please be forwarded to administration
3. Staff members who do not physically attend office may be asked to work from home with prior intimation to Heads. Officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
4. Strength of outsourced manpower/Project Assistants/Research Scholars etc. in all divisions may be regularized at the extent of 50%. They may have to work from home and who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
5. All Heads of Divisions and Infra heads/Unit in charge may attend to duties on all working days. All essential and maintenance divisions namely, Security, Cleaning and Horticulture maintenance, Civil and Electrical maintenance, Drivers etc. will be fully functional on all working days.

No activities except for essential i.e. Security, Cleaning and Horticulture maintenance, Civil and Electrical maintenance etc. will be permitted on Saturdays and Sundays.

6. While attending office, staff members are requested to follow COVID guidelines issued by the Office in line with GoI/State Government instructions from time to time.

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7. Staff members are advised not to leave the Headquarters without permission/prior intimation to office. Staff members who have gone out of station on personal grounds without applying for leave prior intimation to their Heads of Department station leaving permission and unable to reach Headquarters due to lockdown will have to apply for leave due and admissible for the period of absence.
8. Staff members have to work on the days of roster duties physically. In case they apply for leave on day of roaster duty the next day will also be treated as leave or till they join duty.
9. Staff members staying at CLRI staff quarters shall follow the instructions of CSIR-CLRI circular No.CLRI/7.7/2021 dated 28/04/2021 and intimate to Medical Officer, CLRI. In case of quarantine due to COVID infection for self or family members, they may apply for leave due and admissible.
10. All staff members are hereby requested to take care of their health and follow all the SOPs notified from time to time.  
Those found without mask in the campus will be sent out immediately and they will be directed to proceed on leave for the said day.
11. Heads of Divisions to notify to the respective Administration regarding non-compliance of COVID Protocols.

The above arrangement of attendance will be in place from 06/05/2021 till 20/05/2021, however, rosters upto 05/05/2021 may be drawn in accordance with this Office circular dated 23/04/2021.



(के.एम. श्रीधर / K.M. SRIDHAR)

प्रशासन नियंत्रक / CONTROLLER OF ADMINISTRATION  
& NODAL OFFICER, COVID Management

To

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