

**CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION &
INFORMATION RESOURCES
DR. K S KRISHNAN MARG NEW DELHI-110012
14, SATSANG VIHAR MARG NEW DELHI - 110067**

SO/Misc./2016

Dated: 03.09.2020

OFFICE MEMORANDUM

In pursuance of GOI instructions on preventive measures to contain the spread of COVID-19 issued vide DOPT OM No. 11013/9/2014- Estt. A.III dated 19.03.2020, 23.04.2020, 18.05.2020 and 29.08.2020, the attendance in CSIR-NISCAIR shall be regulated as per instructions contained therein and as given below:-

- i. All the officers of the level of Deputy Secretary and above (level 12 and above) **shall attend office on all working days.**
- ii. HODs may ensure that 50 percent of Group-B and C employees are required to attend office everyday and the remaining 50 percent should be instructed to work from home. The officials who are working from home on a particular date as per roster drawn up should be available on telephone and electronic means of communication at all times. However, they should attend office, if called for due to any exigency of work.

The absence of employees who had been diagnosed with COVID-19 will be regulated as per Ministry of Health and Family Welfare guidelines dated 10th May, 2020 wherein it has been instructed that "Patient under home-isolation will end home isolation **after 17 days of onset of symptoms** (or date of sampling, for pre- symptomatic cases) **and no fever for 10 days. There is no need for testing after the home isolation period is over.**"

The Staff members requesting home quarantine based on the containment zone activities in their residential areas are permitted to work from home for the period(s) of containment. The concerned Staff members residing in containment zones are requested to submit written intimation of the same alongwith the period(s) thereof to Director, NISCAIR.

In all such cases of home isolation / self-quarantine, the kind of leave to be granted will be decided as per GOI instructions/clarification in the matter.

Further, as per MHFW guidelines dated 18.05.2020, the contacts will be categorized into high and low risk as detailed below:-

- i. **High-risk contact**
 - a) Touched body fluids of the patient.
 - b) Had direct physical contact with the body of patient without PPE.
 - c) Touched/cleaned the clothes or dishes of the patient
 - d) Lives in the same household as patient
 - e) Anyone in close proximity (within one meter) of the confirmed case without precautions.
 - f) Passengers in close proximity (within one meter) in a conveyance with a symptomatic person who later tested positive for COVID-19 for more than 6 hours.

The high risk exposure contacts shall be **quarantined for 14 days.**

ii. Low-risk contact

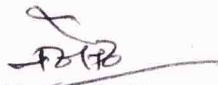
a) Shared the same space (worked in same room) but not having a high risk exposure to confirmed case of COVID-19.

b) Travelled in same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure.

The low-risk exposure contacts shall continue to work and closely monitor their health for next 14 days.

It has been noticed that some of the officers of Level 12 and above in CSIR-NISCAIR have not been regularly attending the office on all working days as mandated by above mentioned GOI instructions. The Competent Authority has taken a serious view of the same. In view of the above, all those officers of Level 12 and above, who have not physically attended the office and have been working from home are hereby requested to submit their justification for working from home. The justification(s) so submitted will be subject to acceptance by the Competent Authority viz. Director, CSIR-NISCAIR. Otherwise, they may apply for leave due & admissible for the days of absence from office beyond lockdown period due to pandemic situation of COVID -19.

This issues with the approval of Director, CSIR-NISCAIR.


(Neena Seth)
Section Officer

Copy to:-

1. All Divisional Heads for vide circulation among their staff.
2. PA to Director
3. PA to COA
4. All Notice Boards at both the locations
5. Head, IT – for putting up on NISCAIR website ✓ Sh. Ahluwalia
6. Office Copy.