



दिनांक/Dated: 11.03.2020

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

विषय/ Sub : COVID-19 को रोकने के लिए सावधानियां / Precautions to prevent COVID-19.

महोदय/Sir / महोदया/Madam,

In view of the COVID-19 outbreak across the globe and the need to reduce or interrupt SARS-CoV-2 transmission, It has been decided to take the following steps, until further order, both at official level and individual level, which include the key elements of social distancing and hygienic practices that are effective in reducing person to person spread:-

- 1) Persons who are sick with symptoms of viral infection such as fever and cough should stay at home and inform the office.
- 2) Close contact with sick people should be avoided. Persons who are involved in direct care of person(s) with possible infection may work from home and minimize social contact.
- 3) Non-essential conferences or meetings, including those with foreign guests, should be postponed.
- 4) Foreign travel and invitations to foreign guests should be restricted to essential work that cannot be done by virtual interaction. Passage to, from or through regions known to be severely affected by COVID-19, is not permitted without explicit clearance.
- 5) Public gatherings other than those necessary for work may be actively discouraged.
- 6) Frequently touched objects and surfaces that are in public use must be periodically cleaned and disinfected. Unnecessary touching of such surfaces should be avoided.
- 7) Hand should be washed often with soap and water for at least 20 seconds, especially after coughing, sneezing or blowing nose. If soap and water are not readily available, an alcohol-based hand sanitizer with at least 60% alcohol may be used.

This issues with the approval of DG CSIR.

भवदीय/Yours faithfully

(बी. के. सिंह / B. K. Singh)

उप सचिव (नीति प्रभाग)/DS (PD)

CSIR-NISTADS

No. COA/NIS/MISC./2020

Dated : 13/03/2020

NOTICE

Forwarded to all for information, necessary action and compliance as the case may be.

(SURENDER KUMAR)

CONTROLLER OF ADMINISTRATION

To
All Staff members

NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY AND DEVELOPMENT STUDIES
DR. K.S. KRISHNAN MARG, NEW DELHI 110012

No. 30(9)/2019-E.I

March 2, 2020

Office Memorandum

Sub: Regarding Timely completion of APAR/O-APAR/ARPs/PMS etc. for the year 2019-20

All staff members are hereby informed that CSIR has been emphasizing from time to time the need to complete the **APAR/O-APAR/ARPs/PMS** of all cadres of employees in time. To ensure that **APAR/O-APAR/ARPs/PMS** are completed in time, a Time Schedule prescribed by DOPT and endorsed by CSIR in the matter of writing of **APAR/O-APAR/ARPs/PMS** is reproduced hereunder for information and compliance by all employees:-

Sl. No.	Particulars	Date
1	Distribution of ACR/APARs/ARPs proforma	By 31 st March
2	Submission of Self-Appraisal Report (SAR) to Reporting Officer by officer to be reported upon (where applicable)	By 15 th April
3	Submission of report by reporting officer to reviewing officer	21 st April
4	Report to be completed by Reviewing Officer and sent to Administration or CR Section/Cell	7 th May

It may kindly be noted that the time limit prescribed as above should be strictly adhered to failing which, the officers/officials concerned will get zero marks for **APAR/O-APAR/ARPs/PMS** etc.

The staff may kindly download **APAR/O-APAR/ARPs/PMS** etc. Proforma from the CSIR and NISTADS website as per details given below and submit the same as per the procedure prescribed above to the concerned officers for further actions (for the year 2019-20):

Sl. No.	Scientists/Employees	CR Proforma Available
1.	Group IV Scientists	Revised PMS proforma is available at CSIR website on OASIS Portal
2.	Technical staff (Group I,II and III)	Technical Staff may obtain APAR Proforma from Administration
3.	All employees of Administration/ Finance/Store & Purchase	O-APAR Proforma available at NISTADS website


(Vijay Lakshmi)
Section Officer

Copy to:-

1. P.S. to Director
2. P.S. to C.O.A.
3. IT Section with the request to kindly place this O.M. on the NISTADS Website for information
4. Hindi Unit – for Hindi Version
5. All notice boards



दिनांक/Dated: 18.03.2020

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

महोदय/Sir / महोदया/Madam,

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 Memorandum 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.	कार्मिक, लोक शिकायत और पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग के दिनांक 16/17.03.2020 के कार्यालय ज्ञापन सं. 11013/9/2014-Estt.A.III MoP, PG&P, Department of Personnel and Training OM No. 11013/9/2014-Estt.A.III dated 16/17.03.2020	Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – regarding.

भवदीय/Yours faithfully

(बी.के.सिंह/B.K. Singh)

उप सचिव (नीति प्रभाग)/DS (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिनिधि/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.

CSIR-NISTADS

No. COA/NIS/MISC./2020

Dated : 19/03/2020

NOTICE

Forwarded to all for information, necessary action and compliance as the case may be.

(SURENDER KUMAR)

CONTROLLER OF ADMINISTRATION

To
All Staff members

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

North Block, New Delhi

Dated: 16/03/2020

17th

OFFICE MEMORANDUM

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

In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees and the Ministries/Departments. In this regard, it has been decided to issue the following advisory for the well-being of Government employees and in public interest.

2. All the Ministries/Departments are advised to take all necessary measures such as :-

- (i) Install thermal scanners at the entry of Government buildings, as feasible. Mandatory placing of hand sanitizers at the entry of Government buildings. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc.
- (ii) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes should be suspended with immediate effect. Only those visitors whom have proper permission of the officer who they want to meet, should be allowed after being properly screened.
- (iii) Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.
- (iv) Avoid non-essential official travel.
- (v) Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
- (vi) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
- (vii) Close all gyms/recreation centres/creches located in Government buildings.
- (viii) Ensure proper cleaning and frequent sanitization of the work-place, particularly of the frequently touched surfaces.

Do's

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

Don'ts

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.

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- Spread rumours or panic.

National Institute of Science, Technology and Development Studies

Dr. K.S. Krishnan Marg, Pusa Gate,
New Delhi-110012

No.COA/NIS/Misc./2020

Dated : 20/3/2020

OFFICE MEMORANDUM

As per the instructions issued by DOPT, vide their OM No. 11013/2014-Estt (A-III) dated 19.3.2020, following weekly roster has been prepared in r/o Group B and C staff. As per roster 50% of Group B and C staff members shall work from home during 23.3.2020 to 27.03.2020 and rest of Group B and C staff members shall attend the office during this period as per the list attached. The roster for the next week i.e. from 30.3.2020 to 04.04.2020 shall be issued later.

The officials who are working from home on a particular day as per the roster drawn up should be available on phone and electronic means of communications at all times. They should attend office, if called for any exigency of work.

All these officials are advised not to travel during this period and confine themselves to their homes and remain connected to their reporting officers through phone/whatsapp/email etc.



(SURENDER KUMAR)

CONTROLLER OF ADMINISTRATION

Copy to:

- 1- All concerned
- 2- PS to Director
- 3- All Notice boards

The following Group B and C staff members shall attend the office from 23.03.2020 to 27.03.2020. Rest of Group B and C staff members shall work from home during 23.3.2020 to 27.3.2020.

S. No	Name of the employee
	Sr. Technician (2)
1.	Shri N.K. Parashar
2.	Shri J.S. Narula
3.	Shri R.K. Nagarwal
	Lab. Assistant
4.	Sh. Madan Kumar
	SO(Finance)
5.	Shri Ankur Jain
	Section Officer(Gen)
6.	Shri Brij Bihari
7.	Mrs. Vijay Lakshmi
	Section Officer (S&P)
8.	Mrs. Anita Joiya
	Private Secretary
9.	Sh. Ved Prakash
10.	Shri Pukhraj (Hindi)
	Assistant Section Officer(Gen)
11.	Shri Manish Kumar Mehta
12.	Shri Pretesh Kumar
13.	Shri Mohammed Idrees
	Assistant Section Officer(S&P)
14.	Shri Rakesh Kumar Mago
15.	Mrs. Indira Jain
	Assistant Section Officer(F&A)
16.	Shri M.S. Rawat
	Sr. Secretariat Assistant (F&A)
17.	Shri Narender Singh
	Senior Stenographer
18.	Mrs. Inderjeet
	Peon
19.	Shri M. Kamrul