

**CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE
&
CSIR MADRAS COMPLEX
(Council of Scientific and Industrial Research)
CSIR Campus, Taramani, Chennai - 600 113**

A2(1661)-Misc/2021/GL

Dt:20.06.2021

CIRCULAR

Sub: Functioning of CSIR-SERC & CMC (CSIR Campus, Chennai) - reg.

Ref: 1. Tamil Nadu Government Media Bulletin No:306 dt:20.06.2021

**2. GoI DoPT OM No. F11013/9/2014-Estt.A-III dated 14.06.2021 endorsed by CSIR
vide Letter No:5-1(17)/2008 dated 17.06.2021**

The offices of CMC and SERC were functional from 04/05/2021 to 21/06/2021 (6.00am) in accordance with various orders issued by State Government of Tamilnadu from time to time regulating the functioning of the institutes during the Covid -19 pandemic. Now vide reference (1) they have permitted the offices to function with 100 percent attendance.

However vide ref (2) above, the attendance has to be mandatorily regulated as follows.

(1) All staff members at the level of Under Secretary and above viz., Scientists, STO(2) and above, other officers of Pay level 11 and above are to attend office on all working days.

(2) With regards to all staff members below the Level of Under Secretary (including Research Scholars, Project Assistants and Contractual Staff) (below Pay Level 11) 50% of officials will attend to duties on any working day and remaining 50% of the officials will work from home. Head of divisions to prepare rosters accordingly.

(3) Pregnant women and physically disabled employees are allowed to work from home.

(4) All staff members residing in containment zone will be exempted from attending office. However, they have to attend work from home and available on telephone and electronic means of communication at all times.

In addition staff members working from home have to be available on telephone and other means of communication. Instances have come to notice that, staff members working from home sometimes don't respond to call of their superior officers. Staff members are directed to avoid such behaviour and if such cases are notified, appropriate action will be taken not restricted they being marked absent for the day. Further any staff member working from home may have to attend office in exigency of duty if called by their reporting officer or Head of Division.

All staff members will have to follow appropriate COVID prevention behaviour notified by the institute from time to time and get vaccinated if not done.

The above arrangement will be in place from 21/06//2021 to 30/06/2021.

This issues with approval of competent authority.

Sd/-
(K.M.Sridhar)
Controller of Administration
CSIR-SERC & CMC

To:

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