CSIR-SERC
ENGINEERING SUSTAINABLE STRUCTURES

CSIR- STRUCTURAL ENGINEERING RESEARCH CENTRE
&
CSIR MADRAS COMPLEX
CSIR Campus, Taramani, Chennai – 600113

No. MC/3/11(1)/2008-Genl   Dated : 5.06.2021

CIRCULAR

Sub: **Functioning of CSIR-SERC and CMC, CSIR Campus, Chennai – reg.**

Ref: 1. Tamil Nadu Govt. News Bulletin No. 229 dated 5.6.2021
        2. CSIR-SERC/CMC circulars of even number dated 4.5.2021, 8.5.2021,
           22.5.2021 and 29.5.2021

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In accordance with the Tamil Nadu Government News Bulletin No. 229 dated 5.6.2021 and in continuation of this Office Circulars of even number dated 4.5.2021, 8.5.2021, 22.5.2021 & 29.5.2021 cited under reference (2) both CSIR-SERC & CMC institutions will be fully functional from 7.6.2021 to 14.6.2021 with an overall attendance within the campus restricted to 30% manpower.

1. Heads of Divisions/SICs of Units may attend to physical duties on alternate days and work from home on other days. They will also nominate an In-Charge who will be physically present when they are at work from home.

2. Heads of Division/SIC/Sections shall prepare duty roster of 30% overall attendance of respective divisions including contractual staff/ scholars/project staff etc. Those who are not attending office physically shall work from home viz. employees, outsourced staff/scholars/project staff etc.

3. Staff members who had vaccinated themselves shall intimate the office through their Head of Division. Heads of Division shall collect the information and forward it to Administration before 11.6.2021.

4. While attending office, staff members are requested to follow appropriate COVID behavior by adhering to COVID guidelines issued by the Office in line with GOI/ State Government/CSIR instructions from time to time.

The above arrangement of attendance will be in place from 7.6.2021 to 14.6.2021 and accordingly rosters may be drawn.

(K. M. SRIDHAR)
COA, CSIR-SERC /CMC

To.
1. All Project Leaders/Divisional Heads, CSIR-SERC
2. All SICs of Participating Units/ Divisions Heads, CMC
3. All Notice Boards (CSIR-SERC & CMC)
4. PA to COA, CSIR-SERC/CMC
5. PA to Advisor (M), CSIR-SERC
6. PS to Director, CSIR-CLRI
7. PS to Director, CSIR-SERC and Coordinating Director, CMc
8. Security Assistant, CMC
9. Head IT, Division, CMC / ICT-SERC for web hosting .