

सीएसआईआर - राष्ट्रीय वांतरिक्ष प्रयोगशालाएं
CSIR - NATIONAL AEROSPACE LABORATORIES
बेंगलूरु BENGALURU 560 017

सं.No.3(1)/संग.परिपत्र Org.Cir/2020

25th June, 2021

परिपत्र CIRCULAR

Sub: Preventive measures to contain spread of COVID-19 – Functioning of CSIR – NAL and CSIR – 4PI reg.
Ref: 1) GoK Order No.RD 158 TNR 2020 dated 19-06-2021
2) CSIR–NAL Circular of even no. dated 15-06-2021 and 19-06-2021

In continuation to the Circular of even no. dated 15-06-2021 and 19-06-2021, CSIR – NAL and CSIR – 4PI will function as per the following guidelines with effect from 28th June, 2021 to 31st July, 2021 or until further orders :

1. Due to the commitment of National Projects like LCA, SARAS, HANSA, ISRO / DRDO Projects, Staff members of CSIR – NAL and CSIR 4PI including Project Assistants, Contract manpower deployed by Outsourced Agencies will attend office on all working day of the laboratory, as follows :
 - i) The Staff members in Level-11 of pay matrix (pre-revised GP ₹6,600) & above i.e. (a) Scientist & above, (b) Sr. Technical Officer – 2 in Gr.III(5) & above ; (c) Under Secretary level & above ; have to compulsorily attend office on all working days of the Laboratory.
 - ii) The Staff Members below the Level–11 shall attend office with 30% staff strength up to 30-06-2021 and 50% of staff strength with effect from 01-07-2021 as per roster. Rest of the Staff members shall work from home as per the charter of duties assigned by HoD.
 - iii) Project Assistants, Contract manpower deployed by Outsourced Agencies and other temporary staff shall attend office with 30% strength up to 30-06-2021 and 50% with effect from 01-07-2021 as per roster and others shall work from home as per the charter of duties assigned by the concerned Divisional Head.
 - iv) Essential Services viz., Health Centre, House Keeping, Horticulture, Transport, Security, Civil & Electrical and AMC staff shall work in shifts.
2. If any of the Staff Members who have to attend office is not in a position to attend the Office / Laboratory as per the roster, he / she will have to apply for their own leave. Attendance will be strictly monitored.
3. As per Rules, employees proceeding out of Hqrs., i.e., Bengaluru during the week including week ends, are required to intimate as they have to take Station Leave permission from the Reporting Officer/ HoD. If no prior intimation is received or otherwise, on return it would be construed as violation of applicable rules and action as deemed fit will be initiated as per Rules, 1972. All HoDs are requested to provide the information by e-mail to Security with a copy to CoA.
4. The staggered timings for all the staff members (Regular, Outsourced Manpower Contract, PA, RA, Consultants etc) is as follows :
 - i) 8.30 AM to 5.00 PM - Gen. Administration, APMF, ACD, C-CADD, EAD, CSMST, NTAF
 - ii) 9.00 AM to 5.30 PM - Finance & Accounts, Stores & Purchase, ASISD, KTMD, ICAST, EBU, Electrical and other Service Divisions
 - iii) 9.30 AM to 6.00 PM - ALD, FMCD, STTD, SED, SID, MSD, Propulsion, CTFD and other S&T Divisions

5. The following category of staff members /including Project Assistants / Outsourced Manpower deployed through Contract Agency, who are attending office as per the roster from 28th June, 2021 shall get the Fitness Certificate from CMO / MO before entry into laboratory premises :
 - i) If vaccination is not administered :
 - ii) If screening for CRISPR test was not done in the last 2 weeks i.e., from 14-06-2021 to 18-06-2021
 - iii) Those who have proceeded out of Bengaluru ;
6. Staff members including Project Assistants, Outsourced Manpower deployed through Contract agency residing in Containment Districts / zones as per BBMP Orders, while resuming back to duty have to produce Fitness Certificate from CMO / MO. Further, such of those staff commuting from places other than Bengaluru are required to meet CMO / MO.
7. Visitors movement is restricted. However, the visitors who are visiting the divisions on National Projects are permitted if they are fully vaccinated. Others are required to meet CMO / MO and based on their certificate will be allowed.
8. Vendors / Suppliers are allowed during non-office hours following all precautionary measures and SOPs of COVID – 19. Further, the vehicles / consignments / parcels / machines etc., shall be sanitized before they are brought inside NAL premises. All machineries & vehicles entering NAL premises shall be sprayed with disinfectant mandatorily. The Lorry Drivers with material will be allowed inside the campus strictly after thermal screening and pulse oximeter screening and are advised not to interact with other staff members and also to follow the COVID – 19 protocol and dump the material and leave the laboratory. Due to unavoidable reasons, if the vendors / suppliers are required to visit during office hours, they should park their vehicles outside the main gate and should take the Certificate from CMO / MO at the respective Health Centres at Kodihalli / NWTC, Belur Campus. Thereafter, they are allowed to take their Vehicles to deliver the material. While in Campus, they should adhere to the strict COVID – 19 protocol.
9. The absence of staff members attending the laboratory on roster basis during COVID – 19 period will be regularised as per CSIR – NAL OM dated 19 June 2021 and GoI instructions issued on the subject.

All other instructions issued vide our Circular dated 15-06-2021 and 19-06-2021 on the subject remains unaltered.

Staff members are requested strictly to adhere to the Standard Operating Procedure of CSIR – NAL enclosed as Annexure – 1 and the instructions of MoHA, GoI/GoK orders issued from time to time on the subject. Any violation of the above will be viewed very seriously and appropriate action will be initiated as per the Disaster Management act.

This is issued on the directions and with the approval of Director, CSIR-NAL.

on 25/06/2021
[मल्लिका पी कुमार / Mallika Kumar]
प्रशासन नियंत्रक / **Controller of Administration**

To: All concerned

Copy to:

Head, KTMD - With a request to host the same on Intranet / Internet for information of all.