

CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE, JAMMU

No. 4/184/2020-Estt.

Dated:11.01.2022

OFFICE MEMORANDUM

Sub: Preventive measures to contain the rapid spread of COVID-19/Omicron Variant-reg.

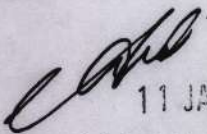
In compliance of CSIR letter No. 5-1(17)/2008-PD Dated 04.01.2022, the Competent Authority has approved to take the following preventive measures to contain the spread of COVID-19. Accordingly, the following instructions are being issued for strict compliance by all the staff members.

1. All Officers below the level of Under Secretary (Pay Level-11) or equivalent may be allowed to work from home and their physical attendance in office be restricted to 50% of the actual overall staff strength. Rosters for their attendance are to be prepared by the concerned HoDs. Individual HoDs can, however, call for more than 50% physical attendance of any of the categories of officials in their division, if required, on emergent/exigent grounds, such as workers on essential duties.
2. All officers of the level of Under Secretary or equivalent and above are to attend office on regular basis.
3. All officials who do not attend office on a particular day are to make themselves available an Telephone and other electronics means of communication at all times from their residence and work from home. All HoDs are requested to collect Mobile Numbers, e-mails address/contact details etc of their staff so that there is no difficulty to contact staff working from home.
4. All officials residing in containment zones shall be exempted from coming to office till the containment zone is de-notified by the District Administration.
5. All officials who attend office shall strictly follow COVID appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
6. As a matter of abandon caution, in order to prevent the spread of COVID-19, the IIM Cafeteria/Canteen shall remain closed w.e.f. 12.01.2022 to 23.01.2022.
7. The PI's may ensure that not more than 3 students working under them should come to the lab. & accordingly a roster for the same may be prepared by the PI's and submitted to the concerned HOD's.
The HoD's will collate this information & forward the same to the office of the Sr. COA.
8. Meetings, as far as possible, shall be conducted online.

[Handwritten signature]

9. Entry of outsiders/visitors shall be strictly curtailed,
10. All employees should ensure that they are themselves fully vaccinated alongwith their family members.
11. If any employee tests positive, he/she should immediately report the matter to the HoDs of the respective Division. In such an event, the concerned HoDs shall take necessary precautions.
12. The copy of the DoPT OM No. 11013/9/2014-Estt.A.III dated 03.01.2022 which has been endorsed by CSIR Hqrs. letter no.5-1(17)/2008-PD dated 04.01.2022 is also enclosed for reference.

This issues with the approval of the Competent Authority, CSIR-IIIM, Jammu.


11 JAN 2022
Sr. Controller of Administration

Encls: As above

Copy to:

1. All HoDs/ Sectional Heads
2. PA to Director
3. PA TO Sr. COA
4. Notice Board
5. Head IT with a request to upload on IIIM website