

सीएसआईआर - भारतीय रासायनिक जीव विज्ञान संस्थान

4, राजा एस. सी. मलिक रोड, जादवपुर, कोलकाता, 700032

CSIR – INDIAN INSTITUTE OF CHEMICAL BIOLOGY

4, Raja S. C. Mullick Road, Jadavpur, Kolkata – 700032

संख्या/No. Admn.27(394)COVID-19/2020

दिनांक/Date: 20-04-2020

कार्यालय ज्ञापन/ Office Memorandum

In accordance with CSIR order no. 5-1(17)/2008-PD dated 15-04-2020 endorsing GOI order No. 40-3/2020-DM-I(A) dated 15-04-2020 regarding the limited activities that have been allowed to come into effect from the 20<sup>th</sup> of April subject to the rules for the demarcation zones set by the Govt. of West Bengal, the Director CSIR-IICB has been pleased to permit limited functioning of the Institute as per the following guidelines till the 3<sup>rd</sup> of May, 2020:

1. All approved research activities related to COVID-19 shall continue as per requirements and the Scientists/Officials involved in the process will attend office accordingly.
2. Considering the logistic constraints regarding transport as well as the fact that many areas around the Institute have been declared containment Zones, HODs/Senior Scientists/Officers may attend office using their own vehicles, based on needs and following lock down protocol.
3. Students shall continue to work from home.
4. Cleaning and sanitisation related activities are to be carried out scrupulously as per GOI protocol.
5. Officials involved in emergency/essential work, will be required to attend the office as per needs.
6. All employees may kindly note that they shall continue to work from home and should be available through telephone/electronic media for any requirement and they are to attend Office/Laboratory during any exigency. No employee shall leave station without the prior approval of the competent authority during this period.

All officials are advised to strictly follow the GOI directives regarding containment of COVID-19 epidemic in the country as issued from time to time

(S. Halder)  
Administrative Officer

To: All concerned

Copy To:

- (i) PA to Director
- (ii) PA to AO
- (iii) Head, IT for uploading in the intranet
- (iv) Notice Board
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