

**राष्ट्रीय विज्ञान संग्रहालय परिषद**  
**NATIONAL COUNCIL OF SCIENCE MUSEUMS**  
(संस्कृति मंत्रालय, भारत सरकार/MINISTRY OF CULTURE, GOVT OF INDIA)  
कोलकाता/KOLKATA – 700091

File no. I-13019/1/02

दिनांक/Dated 15/04/2020

**कार्यालय ज्ञापन /OFFICE MEMORANDUM**

**Sub: Preventive measures to contain the spread of COVID-19**


In pursuance of Ministry of Home Affairs Order No. 40-3/2020 -DM-1(A) dated 15.04.2020 read with the consolidated revised guidelines on the measures to be taken by Ministries/Departments of Government of India, State/Union Territory Governments and State/Union Territory Authorities for containment of COVID-19 in the country [Copy enclosed], all Science Museums/Centres of NCSM will continue to remain closed till 3<sup>rd</sup> May, 2020 except for the emergency services as per NCSM office order no. I-13019/1/4696 dated 30/03/2020.

2. However, all the offices of Science Museums/Centres shall commence functioning with effect from 20<sup>th</sup> April, 2020 with 100% attendance of officers at the level of Deputy Secretary [i.e. Pay Matrix Level 12] and above. Remaining officers and staff members up to 33% are required to attend office as per requirement for which duty roster shall be approved by the Directors. In respect of satellite units, respective PCs/DSOs may prepare the roster as per requirement based on above guidelines in consultation with respective Directors. All remaining employees shall work from home.

3. For keeping the offices open of Science Museums/Science Centres under NCSM during the lockdown period, the consolidated revised guidelines dated 15.04.2020 issued by the Ministry of Home Affairs, Govt. of India including the Standard Operating Procedure for social distancing of offices, workplaces and establishments as laid down in Annexure I & II of the said guidelines, shall be strictly adhered to.

This supersedes NCSM Office Memorandum no. I-13019/1 dated 30.03.2020.

This issues with the approval of DG, NCSM.

  
(समरेन्द्र कुमार /Samarendra Kumar)  
निदेशक (मु.) व प्रभारी सचिव/  
Director (Hqrs.) & Secretary-in-Charge

Encl: MHA Order No. 40-3/2020 -DM-1(A) dated 15.04.2020 with all Annexures.

To,

01. Directors of all NCSM Units & MD, CMD
02. PPS to DG, NCSM
03. PCs of all NCSM units
04. CoAs of all NCSM units
05. Dy. CoAs of all NCSM units
06. Dy. CoFAs of all NCSM units
07. DSOs of all NCSM units
08. PRO & Hindi Cell, NCSM
09. Office copy