

**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-13019/1/17

दिनांक/Dated 02/05/2020

**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 01.05.2020 read with the new 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 for a further period of two weeks with effect from 4<sup>th</sup> May, 2020.

2. However, all Science Museums/Centres and offices shall continue to function with effect from 4<sup>th</sup> May, 2020 with officers at the level of Deputy Secretary [i.e. Pay Matrix Level 12] and above to the extent of 100% strength. Remaining officers and staff members of NCSM 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.

3. For keeping the offices open of Science Museums/Science Centres under NCSM during the lockdown period, the new guidelines dated 01.05.2020 issued by the Ministry of Home Affairs, Govt. of India including the National Directives for CoVID-19 Management, may be strictly adhered to.

This supersedes NCSM Office Memorandum no. I-13019/1/02 dated 15.04.2020.

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 01.05.2020 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