

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-13019/1/981

दिनांक/Dated 09/10/2020

कार्यालय ज्ञापन /OFFICE MEMORANDUM

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

In continuation of NCSM Office Memorandum no. I-13019/1/945 dated 01.10.2020 and in pursuance of Office Memorandum F.No. 11013/9/2014-Estt.A.III dated 07.10.2020 issued by the Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Government of India (Copy enclosed), all the offices of Science Museums/Centres under NCSM shall continue to function with attendance of officials as below:-

- a) All Officers of the level of Under Secretary [i.e. Pay Matrix Level 11] and above shall attend office on all working days;
- b) For regulating the attendance of officers and staff below the level of Under Secretary, Director of respective Science Museums/ Centres in zones shall ensure at least 50% of attendance in units under their control. However, more than 50% attendance may be mandated, if required in public interest, while strictly ensuring that social distancing is maintained under all circumstances;
- c) Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times;
- d) Persons with Disabilities and Pregnant women employees shall continue to work from home till further orders;

However, all the units under NCSM shall also take appropriate action based on the location specific guidelines issued by the respective State Governments/ UTs from time to time.

This issues with the approval of DG, NCSM.

(समरेन्द्र कुमार /Samarendra Kumar)

निदेशक (मु.) व प्रभारी सचिव/

Director (Hqrs.) & Secretary-in-Charge

Encl: DoPT OM F.No. 11013/9/2014-Estt.A.III dated 07.10.2020

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