

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-13019/1/121

दिनांक/Dated 20.04.2021

**कार्यालय जापन /OFFICE MEMORANDUM**

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

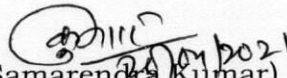
In pursuance of Ministry of Culture's OM F.No. H-13011/5/2020-Estt. dated 15.04.2021 & DoPT OM F. NO. 11013/9/2014-Estt. A-III dated 19.03.2021 (Copies enclosed), it has been decided that all the offices of Science Museums/Centres under NCSM shall continue to function with attendance of officials as under: -

- a) All Officers of the level of Deputy Secretary [i.e. Pay Matrix Level 12] 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 COVID-19 appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water;

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.

The above instructions/guidelines shall come into effect immediately and will remain in force till 30.04.2021 or further orders.

This issues with the approval of DG, NCSM.

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

Encl: As stated above

To,

01. Directors of all NCSM Units & MD, CMD
02. PPS to DG, NCSM
03. Chief Engineer/Chief Exhibition Officer, NCSM
04. Sr. CoA, VITM & Sr. CoFA, NCSM Hqrs.
05. PCs of all NCSM units
06. CoA/Dy. CoAs of all NCSM units
07. Dy. CoFAs & SO(F&A) of all NCSM units
08. DSOs of all NCSM units
09. PRO & Hindi Cell, NCSM
10. Office copy