



**CSIR-CENTRAL GLASS & CERAMIC RESEARCH INSTITUTE**  
(COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH)  
196, RAJA S. C. MULLICK ROAD, KOLKATA-700 032

A.O. OFFICE

DATED: 23.03.2020

OFFICE MEMORANDUM

SUB: PREVENTION MEASURES TO CONTAIN THE SPREAD OF COVID-19

The DoPT O.M. dated 22.03.2020 on the subject Preventive measures to contain the spread of COVID-19 is effective from immediate effect. Director, CSIR-CGCRI has been pleased to issue following orders:-

- 01] Only the staff marked as essential services will be required to attend the office as per the Roster drawn by their respective divisional heads.
- 02] Security, electricity, water supply, lift and AC maintenance services are essential works.
- 03] Accounts, Bill, Works and Stores & Purchase will clear the most urgent assignments in next (2) two days.
- 04] Remaining staff members who are working from <sup>home</sup> should be available on telephone and electronic means of communication at all times. They should attend Office if called for in case of any exigencies of work.
- 05] All essential staff will be issued authorization letters by the Office.

*R.K.S.*  
*23.03.2020*  
**(R.K.S. ROUSHAN)**  
Administrative Officer

All HoDs  
PS to Director, CSIR-CGCRI  
PS to CoA/A.O., CSIR-CGCRI  
PS to CoFA, CSIR-CGCRI  
PS to SPO, CSIR-CGCRI  
CSIR-CGCRI Notice Boards