

CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND POLICY RESEARCH  
DR. K.S. KRISHNAN MARG, PUSA, NEW DELHI-110012

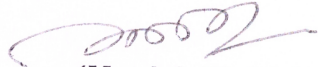
No. 8(2)/Security/NiScPR-21-22

dated 12.10.2022

**OFFICE MEMORANDUM**

This is being observed that some of the Project fellows, Ph.D Students, JRFs/trainees/Outsource manpower etc. sometimes used to sit/stay till late afternoon in Office premises. Staying till late afternoon in office without any valid approval/reason is not in order. Therefore, the Competent Authority, CSIR-NIScPR has approved the following instructions in this regard:-

1. All Project fellows, Ph.D Students, JRFs/Trainees/Outsource manpower must hold their ID cards during office timings.
2. They must have a written permission from their Guide/ Scientist for sitting late at evening and a copy of it is to submitted at Security Supervisor.
3. Before leaving office they should switch off the electronic gadgets and proper entry of date and time in the register should be made at the reception.
4. This issues with the approval of Competent Authority.

  
(Manish Mehta)  
Section Officer

Copy to:-

1. PS to Director
2. Head, Acsir
3. Head, PME
4. Dr. T.K. Jana, Security Incharge/Sr. Principal Scientist, NIScPR
5. All Sectional Heads
6. Incharge, Security Supervisor
7. Notice Board
8. Office copy