



टाटा मूलभूत अनुसंधान संस्थान

**TATA INSTITUTE OF FUNDAMENTAL RESEARCH**

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भारत सरकार का नाभिकीय विज्ञान एवं गणित का राष्ट्रीय केंद्र

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**REGULATIONS TO BE FOLLOWED DURING EASING OF RESTRICTIONS AND PHASE-WISE OPENING OF  
LOCKDOWN MISSION BEGIN AGAIN**

1. Reference is made to the following:-

- DAE Circular No. 16/6/2020-SCS/COVID-19/5950 dated September 1, 2020 (Annexure-1).
- Maharashtra Order No. DMU/2020/CR.92/DisM-1 dated August 31, 2020 (Annexure 2).
- MHA Order dated August 29, 2020 (Annexure-3).

2. In view of the latest DAE circular (read with the MHA and the Maharashtra orders), it has been decided to enhance the number of staff reporting for work in TIFR, Colaba as under:-

- All employees in Group A and B i.e. Level 6 and above shall report for work with 100% strength with immediate effect, until further orders, unless otherwise permitted by competent Authority based on the request with justification from the staff member to work from home, or as decided by the Competent Authority. The competent Authorities for various categories of staff members in TIFR Colaba are as given below:-

Sl	Staff category	Competent Authority
1	Faculty members	Director
2	Staff under TSR, CWK, AWK & GB Sections	Chief Engineer
3	Admin & Aux staff	Registrar/Dy Registrar
4	Accounts Staff	Head Accounts
5	Medical & Dental Staff	Chairman S & ESC
6	Staff in Director's and Deans' Offices	Director and respective Deans
7	Staff in Facilities & other offices	Respective Chairpersons & Heads of Sections
8	Staff in Departments	Respective Department Chairpersons

(b) All competent Authorities are to maintain a record of the staff members who have been permitted to work from Home.

(c) All employees other than Group A and B i.e. Level 5 and below shall function at 30% strength. However, for sections that are carrying out essential services this limit may go beyond the stipulated 30%.

(d) Section Heads are to prepare weekly rosters with staggering schedules to avoid crowding at work places.

(e) All members who are not permitted to work from home and are found not reporting for work will be marked absent. Staff members with co-morbidities or pregnant women, who would like to avoid coming for work should apply for admissible leave as per their entitlement.

(f) The Institute vigilance officers have been authorised (in addition to their normal duties) to monitor essential safety measures of social distancing, face covering etc to avoid spreading of COVID-19. In addition, all sections Heads are to ensure necessary safety measures in their respective work places.

(g) Canteen will continue to operate with the minimum facilities to provide meals for staff members who are on shift duties and those who do not have kitchen facilities. All other staff members are to bring their food and avoid visiting the Canteen. Staff members are not to congregate in the Canteen for socializing as in the normal times and are to maintain social distance at all times. Since eating requires removal of masks, it is suggested that one avoid speaking when consuming food to avoid the risk of spread of the infection.

(h) Other procedures vide TIFR Director's order dated August 2, 2020 (Annexure 2, SOP for unlockdown), guidelines / instructions issued by MHA and Maharashtra Government from time to time should be followed scrupulously.

3. All Institute members are requested to cooperate in maintaining all safety measures in full, even as activities resume.

4. This supersedes all previous orders on the subject.



(Sandip Trivedi)  
**Director**

**All Faculty and staff in Colaba**