No. A-50013/67/2020-Admn.
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
***

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 08th September, 2020

**OFFICE MEMORANDUM**

**Subject: Regulation of attendance during ensuing Parliament Session.**

Keeping in view, the pandemic COVID-19 and also the upcoming Parliament Session, the undersigned is directed to convey the regulation of attendance in this Department during ensuing fourth session of 17th Lok Sabha and 252nd session of Rajya Sabha i.e. from 14.09.2020 to 01.10.2020 as under: -

i. All the officers of the level of Under Secretary and above shall attend office on all working days.
ii. Division Heads/ Branch Heads shall ensure presence of 50% employees below the level of Under Secretary on a particular working day. Wing Heads/ Division Heads may call additional officers/ staff to attend office physically, if need be for disposal of parliamentary matters. Those employees who are not attending office physically on a particular day shall work from home and shall be available on electronic means of communication.
iii. Some days of Parliamentary Business allocated to this Department fall on weekends (Saturday & Sunday), Division Heads shall therefore ensure presence of bare minimum officers/ staff on those days to ensure hassle free disposal of parliamentary tasks.

2. This issues with the approval of competent authority.

(A.K. Kaushik)
Under Secretary to the Government of India
Tel:011-23738126
Email:usadmn-mowr@nic.in

To

1. All Wing Heads/ Division Heads/ Branch Heads/ Section In-charges/ Unit In-charges
2. Director (Coordination), D/o WR, RD & GR - It is requested that necessary instructions to all Organisations under the Department for taking similar action may be issued.
3. For uploading on Intranet of the Department.

Copy to:

1. PS to Hon'ble Minister (Jal Shakti)
2. PS to Hon'ble Minister of State (Jal Shakti)
3. PPS to Secretary (WR, RD & GR)/ PS to DG(NMCG)/PPS to Additional Secretary (WR, RD & GR)/ Sr.PPS to ADG(MI Stats).
4. PPS to JS (Admn.)/ PPS to JS (IC & GW)/ PPS to JS & FA, DoWR, RD & GR