

A-50013/38/2020-Admn.  
**Government of India**  
**Ministry of Jal Shakti**  
**Department of Water Resources, RD & GR**

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Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 19th May, 2020

**OFFICE MEMORANDUM**

**Subject: Preventive measures to contain the spread of COVID-19 – Attendance regarding**

The undersigned is directed to enclose herewith DoP&T's OM No. 11013/9/2014-Estt. (A-III) dated 18<sup>th</sup> May, 2020 on the above subject, wherein the decision regarding the regulation of attendance in Central Government offices with a view to enabling implementation of social distancing norms in the wake of pandemic COVID-19 has been communicated, which is self explanatory.

2. Accordingly, the attendance in this Department shall be regulated as under:-

- i. All officers of the level of Deputy Secretary and above shall attend office on all working days.
- ii. For regulating the attendance of officers and staff below the level of Deputy Secretary, all Division Heads shall prepare a roster so as to ensure that 50 percent of officers and staff attend office on every alternate day. However, those officers and staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communication at all times.
- iii. Decision regarding the attendance of personal staff of the officers shall be taken by the concerned officers taking in view the social distancing norms in the office.

3. All other provisions of DoP&T's OM dated 18<sup>th</sup> May, 2020 and MHA's guidelines issued vide its order No. 40-3/2020-DM-I(A) dated 17<sup>th</sup> May, 2020 shall be strictly complied with.

4. Since DOPT is monitoring attendance on daily basis, all Divisions/Branches/Sections/ Units are requested to furnish attendance report in respect of their employees (including personal staff) on all working days by 11 am positively by email on usadmn-mowr@nic.in. The attendance report of JS Level and above officers including their personal staff may be provided by their personal staff.

Encl: As above

  
(A K Kaushik)

Under Secretary to Government of India  
Tel. No. 23738126

To

1. All Wing Heads/ Division Heads/ Branch Heads/ Section In-charges/ Unit In-charges in D/o WR, RD&GR
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