

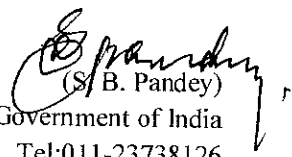
Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 16th April, 2021

OFFICE MEMORANDUM

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

In view of the unprecedented rise in the numbers of Covid-19 cases in Delhi, it has been decided to take measures to prevent its spread. Accordingly, following instructions / guidelines are issued for strict compliance:-

- a. Officers of the level of Under Secretary or equivalent and below be allowed to work from home also and their physical attendance in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned Divisional / Wing Heads. Individual Wing Heads can, however, call for more than 50% physical attendance of any of the categories of officials in their wings, if required on administrative grounds.
 - b. All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis. If work from home is felt necessary for any officer due to health issues, permission from concerned Joint Secretary/Controlling officer may be taken.
 - c. 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.
 - d. Those officers and staff who are not required to attend office on a particular day, shall work from home through e-Office and should be available on telephone and electronic means of communication at all times.
 - e. All officers who attend office can stagger timings (with entry into the office spread between 9:00 AM — 10:00 AM with corresponding office exit timings). This will also avoid rush in commuting, as also in lifts & corridors. Roster system by Divisional / Wing Heads to take care of this aspect.
 - f. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is denotified.
 - g. All officials who attend office shall strictly follow Covid appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
 - h. Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
 - i. Meetings, as far as possible, to be conducted through video-conferencing.
 - j. Entry of outsiders/ visitors to be curtailed appropriately.
 - k. All employees of the age of 45 years and above are advised to get themselves vaccinated.
2. The above instructions / guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.


(S. B. Pandey)
Under Secretary to the Government of India
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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/PS to DG(NMCG)/PPS to Additional Secretary, Do WR,RD&GR
4. PPS to JS (Admn.)/ PPS to JS(RD&PP)/PPS to JS&FA, Do WR, RD & GR