F.No.A-50013/67/2020-ADMINISTRATION
Government of India
Ministry of Jal Shakti
Department of Water Resources, River Development & Ganga Rejuvenation
(Administration Section)
*****

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the 24 September, 2021

OFFICE MEMORANDUM

Subject: Preventive measures to contain spread of COVID-19 – Attendance of officials - reg.

In supersession to this Department's OMs of even number issued from time to time on the above mentioned subject, the undersigned is directed to say that henceforth all officers/officials of all level shall attend office on all working days with immediate effect. The attendance of the Officers/Officials of the Department shall be regulated as follows :

I. The Officers/Officials shall observe staggered timings to avoid over-crowding at workplace, with the prior approval of the Division Head concerned.

II. Biometric attendance shall remain suspended and attendance marking system currently followed will continue until further orders.

III. Meetings, as far as possible, may continue to be conducted with video-conferencing.

IV. All employees shall follow the instructions issued by MoH&FW, MHA and DoPT from time to time on social distancing norms, wearing of face marks and health & hygiene practices etc

2. This issues with the approval of the competent authority.

Encl: As above.

(S.B. Pandey)
Under Secretary to the Govt. of India
Tel. No. 23738126
E-mail: usadmn-mowr@nic.in

To

1. All Officers/Officials of the Department of Water Resources RD & GR.
2. 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, DoWR, RD & GR.
4. PPS to JS(Admn.)/ PPS to JS(RD & PP)/ PPS to JS&FA, DoWR, RD & GR.