P I Issue
5/5/21

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. E(G)2021/CL-4 /3 **New Delhi dated 05 /05/2021**

The General Managers,
All Zonal Railways, Production Units,
GMs/NF Railway(Cons)/CORE/Allahabad/
Metro Railway, Kolkata,
DG/RDSO, DG/NAIR.

Sub: Preventive measures to contain the spread of Noval Coronavirus (COVID-19)-Attendance of Central Government officials- regarding.

A copy of DOP&T's Office Memorandum No. 11013/9/2014- Estt.A-III dt.03.05.2021& 19.04.2021 and Office Memorandum No. 34-06/2020-DD-III dt. 04.05.2021 issued by Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities on the above noted subject, is sent herewith for information and compliance.

2. Ensure strict compliance of the instructions on COVID-appropriate behavior issued by MHA, MoH&FW and DOP&T , from time to time. Biometric attendance shall continue to be suspended and physical attendance register to be maintained until further orders.

DA : As above

Ashok
05-05-2021

(Ashok. Kumar. Yadav)
Dy Director/Estt.(Genl)-I
Railway Board

O/C

05/05/2021

No.34-06/2020-DD-III
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities
Pt. Deendayal Antyodaya Bhawan CGO Complex, New Delhi

Dated: 4thMay, 2021

OFFICE MEMORANDUM

Sub: - Exemption of Employees with Disabilities from roster duty due to COVID 19 situation- reg.

The undersigned is directed to say that D/o Personnel and Training on 19.04.2021 issued a circular exempting employees with disabilities from attending office and allowing them to work from home until 30.04.2021. Now, DoPT has extended the same upto 31.05.2021 vide their OM dated 03.05.2021.(Copy enclosed).

2. D/o Financial Services, D/o of Public Enterprises and Railway Board are requested to issue appropriate instructions to their organizations under their control for compliance of DOPT's instructions.

(K.V.S. Rao)
Director
Tel: 24362054

Encl: As Above

D/o Financial Services [Secretary (FS), email: secy-fs@nic.in]

D/o Public Enterprises [Secretary, email: secy-dpe@nic.in]

Railway Board [Chairman, email: crb@rb.railnet.gov.in]

F.No. 11013/9/2014-Estt. A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 3rd May 2021

Office Memorandum

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID- 19)- Attendance of Central Government officials- Extension in Date of validity of guidelines -regarding.

Reference is invited to O.M. of even number, dated 19th April, 2021, vide which instructions/guidelines were issued for regulating attendance in Central Government offices so as to prevent the spread of Covid 19- cases. Since the situation has not yet improved to a desirable level, it has been decided, with the approval of the Competent Authority, that the validity of the O.M. may be extended up to 31st May, 2021 or until further orders, whichever is earlier. The instructions/guidelines are reiterated below for strict compliance by all Ministries/Departments/Offices of the Central Government:

a) Physical attendance of the officers of the level of Under Secretary or equivalent and below be restricted to 50% of the actual strength. Secretary/HoD may regulate the attendance of officials and may on administrative grounds, direct more officials to attend office. A roster may be prepared, accordingly.
b) All officers of the level of Deputy Secretary/equivalent and above are to attend office on regular basis.
c) The officers/staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
    - 9.00 A.M. to 5.30 P.M.
    - 9.30 AM to 6.00 PM
    - 10.00 A.M. to 6.30 P.M.
d) All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
e) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.

f) Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.

g) All officials who attend office shall strictly follow Covid-appropriate behaviour 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) In compliance of Om of even number, dated 22.4.2021, all employees of the age of 18 years and above, are advised to get themselves vaccinated.

l) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.

2. All Ministries/Departments/Offices as well as the Central Government employees may ensure strict compliance of the instructions on Covid-appropriate behaviour issued by MHA, MoH&FW and DoP&T, from time to time. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.

3. These guidelines shall be effective from the 1st of May, 2021

(S.P. Pant)

Deputy Secretary to Government of India

Tel 23093074

To

1. All the Ministries/Departments, Government of India
2. PMO/Cabinet Secretariat
3. Director (Canteen), DoPT
4. PS to Hon'ble MoS(PP)
5. PSO to Secretary (Personnel)
6. Sr. Tech. Director, NIC, DoP&T- for uploading on website.

F.No.11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
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North Block, New Delhi
Dated the 19th April, 2021

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Attendance of Central Government officials-regarding

In view of the unprecedented rise in the numbers of Covid-19 cases, and to take measures to prevent its spread, the following instructions / guidelines are issued for strict compliance by all Ministries/Departments/Offices of the Central Government : -

a. Physical attendance of the officers of the level of Under Secretary or equivalent and below to be restricted to 50% of the actual strength. Secretary/HOD may regulate the attendance of officials and may, on administrative grounds, direct more officials to attend office. A roster may be prepared accordingly.

b. All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.

c. The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:

   - 9.00 A.M. to 5.30. P.M.
   - 9.30 AM to 6.00 PM
   - 10.00 A.M. to 6.30 P.M.

d. All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.

e. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.

f. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.

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. In compliance of OM of even number dated 6.4.2021, all employees of the age of 45 years and above are advised to get themselves vaccinated.

l. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.

2. All Ministries/ Departments / Offices as well as the Central Government employees are to ensure strict compliance of instructions on Covid-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.

3. The above instructions / guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.

19.4.2021

(Sujata Chaturvedi)
Additional Secretary to Govt. of India
Tel 2309 4276

To

1. All the Ministries/Departments, Government of India
2. PMO / Cabinet Secretariat.
3. Director (Canteen), DoPT
4. PS to Hon'ble MoS(PP).
5. PSO to Secretary (Personnel).
6. Sr. Tech. Director, NIC, DoP&T – for uploading on website.