



सं.ए-50013/4/2020-प्रशासन-II

भारत सरकार

GOVERNMENT OF INDIA

सूचना एवं प्रसारण मंत्रालय

MINISTRY OF INFORMATION & BROADCASTING

6th Floor, A-Wing, Shastri Bhawan
New Delhi, the 17 June, 2021

CIRCULAR

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

Reference is invited to DOPT's OM No. 11013/9/2014-Estt.A-III, dated 14.06.2021 on the above mentioned subject.

2. Accordingly, all the Wing Heads in the Ministry are requested to implement following advisory/instructions:-

- a) All Government Servants at the level of Under Secretary and above to attend office on all working days and government servants below Under Secretaries shall attend office with 50% capacity and remaining 50% shall work from home.
- b) Working hours for all employees who attend office on a particular day should be staggered in following manner:
 - i. 9 AM to 5:30 PM
 - ii. 9:30 AM to 6 PM
 - iii. 10AM to 6:30 PM
- c) Persons with Disabilities and Pregnant women employees shall continue to be exempted from attending office but are required to work from home till further orders.
- d) All Officers/Officials have to follow Covid- appropriate behavior, by frequent washing of hands/sanitization, wearing a mask/face cover and observing social distancing etc.

(Prasoon K. Jha)

Under Secretary to the Government of India

Tele-Fax: 2338 4990

To

- 1) Wing Heads in the Ministry- with the request to decide the presence of Officers/Staff under their control and prepare the weekly rosters as per the functional requirements of their wing. A copy of the same may kindly be endorsed in Administration.
- 2) Head of Media Units/Autonomous Bodies & PSUs attached to this Ministry- to comply with the instructions/advisory issued from time to time in order to contain the spread of COVID-19 in work place.

Copy to:

- I. PS to HMIB
- II. Sr. PPS to Secretary (I&B)
- III. PPS/PS to SS &FA, Sr. EA, AS (I&B), JS (P&A), JS (EW), JS (Films), JS (B), CCA, EA.
- IV. NIC- with the request to publish the circular on M/o I&B website.