CIRCULAR

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


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. 10 AM 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
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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.