OFFICE MEMORANDUM

Subject : Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – Attendance regarding.

The Department of Personnel & Training vide its O.M No.11013/9/204-Estt.A.II dated 18th May, 2020 (copy enclosed) has issued instructions regarding regulating the attendance in Central Government offices, which are as follows:

(a) All officers of the level of Deputy Secretary and above shall attend office on all working days;
(b) For regulating the attendance of officers and staff below the level of Deputy Secretary, all Heads of Departments shall prepare a roster so as to ensure that 50 per cent of officers and staff attend office on every alternate day. Those officers/staff who are not required to attend office on a particular day shall work from home and should be available on telephone and electronic means of communications at all times.

2. Accordingly, it has been decided that all the Wing Heads of the Ministry may prepare a roster of officers/staff below the level of Deputy Secretary who would attend office as per above directives. However, the officers/staff residing in “Containment Zones” will work from home.

3. It is also reiterated that “Aarogya Setu App” may be installed by all the employees attending office having compatible mobile phones.

4. This is in supersession of this Ministry’s Office Memorandum of even number dated 20.4.2020, 21.4.2020 and 29.4.2020 issued on the subject.

This issues with the approval of the Competent Authority.

(Rajendra Singh)
Deputy Secretary (Administration)
Tel. # 23384484

To
JS(EW)/JS (P&A)/JS(B)/JS(F)/EA/CIA
— with the request to prepare duty rosters as per directions of DoP&T for the officers and staff working in their respective wings and to inform all Media Units/Autonomous organisations/Attached and Subordinate Offices for similar action.

Copy for information to:
1. PS to HMIB
2. Sr.PPS/PPS to Secretary (I&B)/SS&FA/AS(J&B)
OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – Attendance regarding.

The undersigned is directed to refer to OM of even number dated 23rd April, 2020 on the above-mentioned subject. Ministry of Home Affairs, vide its Order dated 17.5.2020, has since directed that lockdown measures to contain the spread of COVID-19 shall continue for a period up to 31.5.2020 and has prescribed guidelines on the measures to be taken by various authorities for containment of COVID-19 in the country.

2. In Annexure II of the guidelines, specific measures, in the form of National Directives for COVID-19 management and Additional directives for Work Places have been prescribed (copy enclosed). In accordance with these guidelines, and with a view to enabling implementation of social distancing norms, it has been decided that the attendance in Central Government offices shall be regulated as follows:

(a) All officers of the level of Deputy Secretary and above shall attend office on all working days.

(b) For regulating the attendance of officers and staff below the level of Deputy Secretary, all Heads of the Department shall prepare a roster so as to ensure that 50 percent of officers and staff attend office on every alternate day. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.
(C) All Heads of the Department shall also ensure that the 50 percent of officers and staff who attend office observe staggered timings, as under:

1st shift: 9 AM to 5.30 PM
2nd shift: 9.30 AM to 6 PM
3rd shift: 10 AM to 6.30 PM

3. The above instructions shall be in force with immediate effect and until further orders. Bio-metric attendance shall continue to be suspended until further orders. The Heads of the Department may kindly ensure strict compliance of these instructions as well as the directives of Ministry of Home Affairs.

Encl.: As above.

(Umesh Kumar Bhatia)
Deputy Secretary to the Govt. of India

To

1. All the Ministries/Departments, Government of India
2. PMO/Cabinet Secretariat
3. PS to Hon'ble MOS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Tech. Dir., NIC, DoPT

For Information
Annexure II

National Directives for COVID-19 Management

i. Wearing of face cover is compulsory in all public and work places.

ii. Spitting in public & work places shall be punishable with fine, as may be prescribed in accordance with its laws, rules or regulations by the State/UT local authority.

iii. Social distancing shall be followed by all persons in public places and in transport.

iv. Marriage related gathering shall ensure social distancing, and the maximum number of guests allowed shall not be more than 50.

v. Funeral/last rites related gathering shall ensure social distancing, and the maximum numbers allowed shall not be more than 20.

vi. Consumption of liquor, paan, gutka, tobacco etc. in public places is not allowed.

vii. Shops will ensure minimum six feet distance (2 gaz ki doori) among customers and shall not allow more than 5 persons at the shop.

Additional directives for Work Places

viii. As far as possible, the practice of work from home should be followed.

ix. Staggering of work/business hours shall be followed in offices, work places, shops, markets and industrial & commercial establishments.

x. Provision for thermal scanning, hand wash and sanitizer will be made at all entry and exit points and common areas.

xi. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.

xii. All persons in charge of work places shall ensure social distancing through adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.

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