

F.No.43020/07/2020-Ad.I
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

North Block, New Delhi,
Dated 09th October, 2020

OFFICE MEMORANDUM

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

In continuation of this Ministry's OM of even number dated 07.08.2020, the undersigned is directed to forward herewith the DoP&T's OM No. 11013/9/2014-Estt.A.III dated 07.10.2020 on the subject mentioned above for necessary action and compliance.

2. All Divisional Heads of the Ministry of Home Affairs are requested to ensure 100% attendance of the officers of the level of US & above and also to mandate the attendance of officials below the level of US as per exigencies of work subject to strict observance of Social Distancing Norms.


(V.K. Rajan)

Deputy Secretary to the Government of India
Tele. No. 23094376

Encl.: DoP&T's OM No. 11013/9/2014-Estt.A.III dated 07.10.2020

To

All Joint Secretary and above level officers in MHA and Department of Official Language

Copy to:

- (i) All officers/Sections/Desks of MHA(P)/DOL/DoJ including personal establishment of ministers.
- (ii) SO(IT), MHA for uploading the OM on e-office portal of MHA.

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

North Block, New Delhi
Dated the 7th October, 2020

OFFICE MEMORANDUM

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

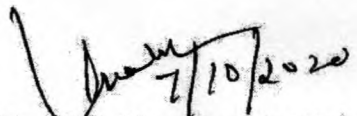
The undersigned is directed to refer to OM of even number dated the 5th June, 2020 reiterating, *inter alia*, the instructions/advisory issued vide OMs dated 17.3.2020, 18.5.2020 and 19.5.2020 for well-being of Government employees and regulating attendance of Central Government employees in offices with staggered timings. The matter has now been reviewed and it has been decided as under: -

- (a) The Government servants at the level of Under Secretary and above to attend offices on all working days.
- (b) As regards Government servants below the level of Under Secretary, at least 50% of attendance is to be ensured. The Heads of Department may mandate attendance of more than 50%, if required in public interest, while strictly ensuring that social distancing is maintained under all circumstances.
- (c) The officers/staff shall follow staggered timings to avoid over-crowding in offices/work places as indicated below.

9.00 a.m. to 5.30 p.m.
10.00 a.m. to 6.30 p.m.
- (d) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.

- (e) Those officers/staff who are not attending office shall work from home and they should be available on telephone and electronic means of communication at all times.
- (f) Persons with Disabilities and Pregnant women employees shall continue to work from home till further orders.
- (g) Heads of Departments shall ensure that the National Directives for the Covid-19 management, which include instructions issued for regular sanitization/cleaning of working places, maintenance of social distancing norms, wearing of masks etc. are strictly complied with. It may also be strictly ensured that there is no crowding in the corridors.
- (h) Meetings, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.

2. The above instructions shall be in force with immediate effect until further orders. Biometric attendance shall continue to be suspended and physical attendance registers shall be maintained until further orders. The Heads of the Department may kindly ensure strict implementation of these instructions.


(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, DoP&T

} For Information