



सां/No. : 5-1(17)/2008-PD

दिनांक/Dated: 10.05.2021

प्रेषक / From : संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार द्वारा जारी किए गए निम्नलिखित कार्यालय ज्ञापन को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अद्योषित करने का निदेश हुआ है:

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

क्रम सं. Sl. No.	कार्यालय ज्ञापन सं./ Office Memorandum No.	विषय/ Subject
1.	कार्मिक, लोक शिकायत और पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग का कार्यालय ज्ञापन सं 11013/9/2014-Estt.A.III दिनांक 06.05.2021 Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training Office Memorandum No. 11013/9/2014-Estt.A.III dated 06.05.2021	Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Attendance of Central Government officials regarding.

भवदीय/Yours faithfully

(राजीव शर्मा / Rajeev Sharma)
उप सचिव (नीति प्रभाग) / DS (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ/
Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- कार्यालय प्रति/Office copy.

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 6th May, 2021

OFFICE MEMORANDUM

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

In partial modification of this Department's OM of even number dated the 3rd May, 2021 on the above-mentioned subject, it has been decided as under :-

- (i) Secretaries of the Ministries/Departments and Heads of Department of Attached & Subordinate Offices are mandated to regulate the attendance of its employees, at all levels, keeping in view the COVID positive cases in the office and the functional requirement.
- (ii) Persons with Disabilities and Pregnant Women employees may be exempted from attending office, but they shall continue to work from home.
- (iii) The officers/staff shall follow staggered timings to avoid overcrowding in offices/workplaces as decided by the Heads of Department.
- (iv) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified. These officers/staff who are residing in the Containment Zone shall work from home and shall be available on telephone and electronic means of communications at all times.


6/5/21

- (v) 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.
- (vi) Crowding in lifts, staircases, corridors, common areas, including refreshment kiosk and parking areas is to be strictly voided.
- (vii) Meetings, as far as possible, may continue to be conducted with video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (viii) 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.
- (ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces, may be ensured.
- (x) Biometric attendance shall continue to be suspended until further orders.

2. The above instructions shall be in force with immediate effect till 31st May, 2021 or until further orders, whichever earlier.


6/5/2021
(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 uploading.

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

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.