OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19

Guidelines have been issued by the Ministry of Home Affairs pursuant to a decision to impose a complete lock-down in view of the threat posed by the spread of COVID-19. Certain Offices have been given exemption from the lock-down. Keeping in view the exigencies that have arisen in various Departments not exempted under the guidelines, and in partial modification of this Department OM of even no. 22nd March, 2020, the following instructions are issued:

(i) Heads of Department may draw up a list of staff that are absolutely necessary to carry out additional essential services within the Department.
(ii) The list of such employees may be communicated by email to Sh Eish Singal, Deputy Commissioner of Police (DCP), New Delhi District at the following mail id
    dcp.nd@delhipolice.gov.in
    dcp-newdelhi-dl@nic.in
(iii) Authorization letter will be issued by the DCP by return mail.
(iv) Print-out of this authorization letter should be made available to the staff concerned.
(v) The staff should be instructed to carry a copy of this print-out along with their official ID Cards while coming to the Office.
(vi) The remaining staff should be asked to work from home.
(vii) These instructions shall be applicable with immediate effect.

Joint Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr.Techincal Director, NIC, DoPT