



सं.ए-50013/4/2020-प्रशासन-II  
भारत सरकार  
GOVERNMENT OF INDIA  
सूचना एवं प्रसारण मंत्रालय  
MINISTRY OF INFORMATION & BROADCASTING  
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6<sup>th</sup> Floor, A-Wing, Shastri Bhawan  
New Delhi, the 8<sup>th</sup> October, 2020


CIRCULAR

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

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Please find enclosed herewith the O.M. No. 11013/9/2014-Estt.A.III dated 07/10/2020 (copy enclosed) from DoP&T giving instructions regarding regulating attendance of Central Government employees in offices with staggered timings in order to ensure well-being of Government employees.

2. As a preventive measure to curb the spread of Coronavirus (COVID-19), all the concerned Sections/Offices/Media Units under the control of this Ministry are requested to comply with the instructions/advisory as stipulated in DoP&T's O.M. ibid in letter and spirit.
3. This issues with the approval of the Competent Authority.

  
(P.K. Jha)

Under Secretary to the Government of India  
Tele-Fax: 2338 4990

To

- 1) Wing Heads in the Ministry- *with the request to decide the presence of Officers/Staff under their control as per the instructions of DoP&T's O.M. ibid in order to contain the spread of COVID-19 in work place.*
- 2) Head of Media Units/Autonomous Bodies & PSUs attached to this Ministry- *for taking necessary measures/steps as have been stipulated in the said O.M. from DoP&T.*

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.



F.No.11013/9/2014-Estt.A.III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)  
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North Block, New Delhi  
Dated the 7<sup>th</sup> 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 5<sup>th</sup> 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.

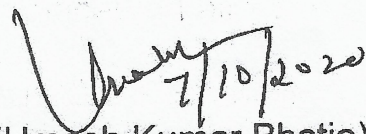
*We may circulate for implementation*  
*[Signature]*  
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*SOA (B)*  
*[Signature]*  
etc



- (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