OFFICE ORDER

Sub: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – Regarding.

Ref: (i) DoPT Office Memorandum No.11013/9/2014-Estt (A-III) dated 19th March 2020
(ii) MOT Office Memorandum No.A-42011/14/2020-Estt. Dated 20th March 2020
(iii) DoPT Office Memorandum No.11013/9/2014-Estt-(A-III) dated 22nd March 2020

In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken as contained in the DoPT & MOT OMs cited above (Copy enclosed), which are self explanatory for strict compliance. Accordingly, all the units of Central Silk Board are hereby directed that the units should function only with skeletal staff from 24th March 2020 to 4th April 2020. The Directors of the Main Institutes / Officer Incharges of the Regional Offices & Other Independent Units may draw a roaster plan for its employees based on the instructions contained in the above referred OMs. However, the Officers/Officials who are working from home should be available on telephone and electronic means of communication at all time. They should attend office if called for, in case of any exigencies of work.

Besides above, Local Government Administrative Orders have also to be followed.

Encl : As above

To

All the Main Institutes/Regional Offices & Other Independent Units of Central Silk Board

(R.R. Okhandiar)
Member Secretary
OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

(i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.

(ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:

(a) 9 AM to 5.30 PM
(b) 9.30 AM to 6 PM
(c) 10 AM to 6.30 PM

(iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
(iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.

(v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.

(vi) These instructions shall not apply to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.

(vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.

(Sujata Chaturvedi)
Additional Secretary to the Government of India

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. Technical Director, NIC, DoPT
OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19)—regardings.

In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken as contained in DoP&T's O.M. No.11013/9/2014-Estt.(A-III) dated 19.03.2020. In this regard, it has been decided to issue the following instructions as directed by Hon'ble Minister of Textiles and DoP&T for the well being of Government Employees:

a. Officers/Officials/Staff who are unwell may be allowed to work from home.

b. Meetings within and outside the Ministry are to be kept at minimal and use of video conferencing and telephonic conversation may be encouraged.

c. Care must also be taken to ensure that there is no crowding in and around offices and chambers.

d. Precaution to be taken to ensure that MTS etc. work on shifts.

e. Offices must continue to function but with bare minimum staff so as to ensure the protection of all concerned.

2. Schedule of employees in Sections is attached in Annexure. Week-1 stated in Annexure is from 23.03.2020, Week-2 from i.e. 30.03.2020. All controlling Officers are advised that the schedule of employees under them may be staggered as per para (ii) of DoP&T's O.M. No.11013/9/2014-Estt.(A-III) dated 19.03.2020.

3. With regard to personal staff such as PPS/PS/PA and MTS, necessary adjustment may be carried out by the concerned PPS/PS and US.

4. The officials who are permitted to work from home are required to be available on call and if necessary, may attend office on short notices.

Encl: As above.

To,

1. All Officers/Sections in the Ministry of Textiles.
2. OSD to HMOT.
3. PPS to Secretary (Textiles)/PS to AS & FA.
4. Heads of all Attached/Subordinate Offices/PSUs/Boards etc. under Ministry of Textiles - with direction to issue guidelines in line with the above order.
5. Guard file
OFFICE MEMORANDUM

SUB: Preventive measures to contain the spread of COVID-19

In supersession of this Department's OM of even no. dated 19.03.2020 and 20.03.2020, the following further instructions are issued:

(i) Heads of Department (HoDs) may draw up a Roster of Staff (all officers and employees, including consultants/contract and outsourced employees), who are required to render essential services within each Department. They alone may be asked to attend office from 23rd March until 31st March 2020. In other words, the Office should function with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.

(ii) Similar instructions should be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.

(iii) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.

(iv) These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.

2. These instructions shall be applicable with immediate effect.

Additional Secretary to the Government of India.

To

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