



सं. No. केरेबो CSB-63(1)/2020/ स्था.ES I, खंड Vol.II

दिनांक Date: 19.10.2020

कार्यालय आदेश OFFICE ORDER

विषय : नोवल कोरोना वायरस (कोविड-19) को फैलने से रोकने के लिए निवारक उपाय-केंद्रीय सरकार के कर्मचारियों की उपस्थिति के संबंध में।

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

संदर्भRef: सं.No.केरेबोCSB-63(1)/2020/ स्था. I ES I, खंड Vol.II दिनांक dated 01.10.2020.

इस कार्यालय के दिनांक 01.10.2020 के संदर्भित कार्यालय आदेश (वेब साइट में उपलब्ध) के क्रम में कार्मिक, सार्वजनिक शिकायत एवं पेंशन (कार्मिक व प्रशिक्षण विभाग) ने नोवल कोरोना वायरस (कोविड-19) को फैलने से रोकने के लिए निवारक उपाय - उपस्थिति के संबंध में का ज्ञा एफ सं. 11013/9/2014-स्था .ए.III दिनांक 07.10.2020 (संलग्न) जारी किए है जो केंद्रीय रेशम बोर्ड के सभी संस्थानों तथा कार्यालयों के मार्गदर्शन के लिए है।

In continuation to this Office Order in reference dated 01.10.2020 (available on website), the Ministry of Personnel, Public Grievance and Pensions (Department of Personnel and Training) has issued preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – Attendance regarding vide OM F.No.11013/9/2014-Estt.A.III dated 7th October 2020 (attached) for guidance by all Institutes and Offices of Central Silk Board.

(जूलियन तोबियस Julian Tobias)

संयुक्त निदेशक (प्रशा.) Joint Director (Admn.)

सेवा में To

केंद्रीय रेशम बोर्ड के सभी संस्थान तथा कार्यालय
All Institutes & Offices of CSB /Central Office.



पो.बा.सं/ P.B. No. : 6825

वेबसाइट / website : <http://csb.gov.in>

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सं/No. 1917

निपटारा करी/Disposed on

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

AJ/EP
Akr
14/10
Som
14/10/20

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: -

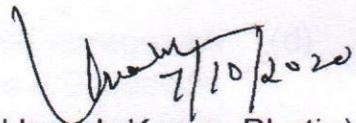
- (a) The Government servants at the level of Under Secretary and above to attend offices on all working days.
- (b) As regards Government servants below the level of Under Secretary, at least 50% of attendance is to be ensured. The Heads of Department may mandate attendance of more than 50%, if required 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.

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- (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