## 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 3<sup>rd</sup> 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 19<sup>th</sup> 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 31<sup>st</sup> 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)

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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.