

**OFFICE MEMORANDUM**

**Subject:** - Appeal for donation to 'Prime Ministers's Citizen Assistance and Relief in Emergency Situations Fund (PM CARES Fund) –reg.

It has been decided to appeal to all officers / officials of Ministry of Labour & Employment to contribute/ donate one day's salary to the Prime Minister's Citizen Assistance and Relief in Emergency Situations Fund (PM CARES Fund) in aid of the Government's efforts to deal with the current situation posed by the COVID-19.

2. Officers/ officials of Ministry of Labour & Employment who are not willing to donate as above may convey his/ her unwillingness, clearly mentioning their name, designation & place of posting to Section Officer & DDO, Ministry of Labour & Employment {[anjana.saxena@nic.in](mailto:anjana.saxena@nic.in)} by 21 April 2020. If no response is received by the prescribed date, it will be assumed as their consent for donation/ deduction.
3. All the officers are requested to bring the contents of this OM to the notice of officers/ staff working under them.
4. All the organisations under the administrative control of the Ministry may also issue similar instructions

  
(C.S.Rao)

Under Secretary to the Government of India  
Tele: 23766903

To,

1. All officers/officials of the Ministry
2. PS to Hon'ble MoS (IC) (L&E)
3. PPS to Secretary (L&E)/ PPS to AS(L&E) / PPS to AS & FA / PPS to DG(S)
4. PPS to JS(RKG) / PPS to JS(KR) / PPS to JS & DGLW / PPS to JS(VB) / PS to EA(DS) / PS to DDG(SPB) / PPS to DDG(SN)
5. CPFC/DG (ESIC)/ DGMS/ DGFASLI/ DG, VVGNIL/ DGLB/ Director, CBWE/ CLC(C)/ DG(E)
6. Office Order folder/Spare Copies

Copy to:-

- (i) DDO – to make deductions as per above instructions and deposit the contribution to PM CARES Fund.
- (ii) Director (IT) – with a request to upload the order on the website of the Ministry