

OFFICE MEMORANDUM

Subject: - Preventive measures to contain the spread of COVID 19.

The undersigned is directed to refer to DoP&T's O.M. No. 11013/9/2014-Estt-(A-III) dated 22.02.2020 whereby the Departments have been requested to draw up a roster of staff (all officers and employees, including consultant / contract / outsourced employees) who are required to render essential services will alone attend the office from **23rd March until 31st March 2020**

2. Further, the Government of Delhi has declared complete lock-down of Delhi except essential services like health, water, electricity etc.
3. In view of the above and closure of all modes of public transport viz., metro, taxi, auto etc., the Bureau Heads may draw up a roster of minimum possible staff, upto the level of Director engaged in essential services (e.g. release of funds, disbursement of salaries, budgetary work, parliamentary work, legislative work & preventive measures for containment of COVID 19), who will be required to attend office during the above mentioned period, by rotation.
4. Officers of the level of Additional Secretary and above will attend office on all working days during the above period.
5. As far as Joint Secretaries are concerned, they would ensure that either of the two Joint Secretaries out of the four namely JS (RKG), JS(KR), JS (VB) and JS& DGLW are in office. In the first instance, JS(KR) and JS (VB) will work from home on 24 and 25 March 2020.
6. JS & DGLW is out of station on official assignment.
7. EA (DS) shall attend the office on 24th & 25th March 2020 and other days he will work from home.
8. DDG (SPB) and DDG (AAK) shall attend the office on 26th & 27th March 2020 and other days they will work from home.
9. DDO/ other officers / officials posted in Admn.II/ LRC will not be covered under these instructions.
10. All officers / officials must leave their contact numbers (mobile as well as landline) with their controlling officers and they should be available for being called to office at short notice, as per exigency.
11. All the officers / officials attending office are to maintain safe social distance with others in office as per the guidelines issued by Ministry of Health.

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12. A copy of DoP&T's O.M. No. 11013/9/2014-Estt-(A-III) dated 22.02.2020 is enclosed for information and compliance.

13. The officials posted in the O/o Hon'ble MoS (I/C)(L&E) and Secretary (L&E) would seek instructions from PS to Minister and PPS to Secretary respectively.

14. All Bureau Heads are requested to ensure that similar instructions are issued by the attached / subordinate / autonomous/ statutory offices under their respective jurisdiction.



(C.S.Rao)

Under Secretary to the Government of India
Tele: 23766903

To,

1. All Officers / Officials of Ministry of Labour & Employment, New Delhi.
2. AS (L&E) & DG, Employment / AS&FA/ DG (Stat) / JS (RKG) / JS (KR)/ JS (DGLW)/ JS (VB) / EA (DS) / CLC(C) / CCA/DDG (SPB) / DDG (AAK)
3. CLC(C), S.S.Bhawan, Rafi Marg, New Delhi.
4. DG, Mines Safety, Dhanbad, Jharkhand- 826016
5. DGFASLI, Central Labour Institute Building, N.S.Mankikar Marg, Sion, Mumbai- 400022
6. DG, VVG NLI, Sector-24, Noida, Gautam Budh Nagar-201301
7. DGLB, M/o Labour & Employment, SCO 28-31, Sector 17-A Chandigarh-160017.
8. Director (CBWE), North Ambazari Road, Nagpur-440011

Copy to:-

1. PS to MoS (I/C) (L&E)
2. PPS to Secretary (L&E)

Director (IT) – with a request to upload the order on the website of the Ministry

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi

Dated 22.03.2020

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.


22/3/2020
(Sujata Chaturvedi)

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