

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय
Office of the Principal Chief Personnel Officer
मुख्य कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R)436/P/Misc/Vol.IV

दिनांक/Dated: 07.01.2022

All Concerned

विषय /Sub: **Preventive measures to contain the spread of Novel Corona virus (COVID-19) – Attendance of Central Government officials-reg**

संदर्भ /Ref: Railway Board letter No.E(G)2021/CL 4/3 dated 05.01.2022



A copy of the above cited Railway Board's letter along with O.Ms issued by DoPT on the above subject, is enclosed herewith. The Railway Board's letters mentioned therein may be viewed in the Establishment (G) Directorate of Railway Board.

In view of the prevailing increasing COVID situation, the Administrative offices in **Chennai area** are to implement the following instructions:

1. All Officers are to attend office every day.
2. Staff attendance should be at least at 50%, and a roster may be prepared accordingly by all the Departments concerned. However Heads of Departments/Officers may prescribe attendance of more than 50% as required in public interest/exigencies.
3. Staff who are not attending office shall ensure work from home including through e office and should be available on telephone/ mobile and electronic means of communication at all times.
4. Meetings, as far as possible shall be conducted through video conferencing and personal meetings with visitors, unless absolutely necessary in public interest, may be avoided.
5. Pregnant women employees and persons with disabilities (Divyang) shall be exempted from attending office but are required to work from home.

6. Other guidelines issued by MHA vide order dated 27.12.2021 and guidelines issued by State Governments should be followed.
7. All other instructions issued earlier, including guidelines issued vide PBC 148/2020 such as strict adhering to social distancing/wearing of masks/washing hands frequently/ use of Arogya Setu App etc should be scrupulously followed.
8. Nodal officers nominated may also ensure that all measures are taken as per the Standard Operating Procedure, including staggered office timings as feasible.
9. The above guidelines will be operative [from 10.01.2022 upto 31.01.2022](#) and will be reviewed depending on the situation/ any further orders of MHA/Railway Board/DoPT/State Government.
10. Regarding other Divisions/Units in Tamil Nadu & Kerala, the **concerned Division/Unit Heads** may take a decision on implementing these instructions keeping in view their local situation.

This issues with the approval of the Competent Authority.

प्रधान मुख्य कार्मिक अधिकारी के लिए
For Principal Chief Personnel Officer

Encl: As stated

Copy to: The General Secretary/SRMU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. E(G) 2021/CL 4/3

New Delhi dated 05/01/2022

**The General Managers/DGs/CAOs,
All Zonal Railways & Production Units,
All Centralised Training Institute,
CORE, Metro & RDSO.**

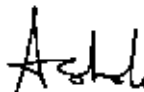
**CMDs/MDs
Public Sector Undertakings,
(Indian Railways)**

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

**Ref: Board's letter No. E(G)2021/CL-4/3 dated 18/06/2021,
02/06/2021, 10/05/2021 & 05/05/2021.**

In continuation of Board's letters referred above, please find enclosed copies of two Office Memorandums bearing the same number and dates ie. No. 11013/9/2014-Estt.A-III dated 03/01/2022 issued by Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) on the above noted subject, for information and strict compliance. These instructions will be valid till 31st January, 2022.

DA: As above.


(Ashok Kumar Yadav)
05-01-2022
**Dy. Director Estt.(Genl.)-I
Railway Board**

S.No. 4

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 2nd January 2022.

OFFICE MEMORANDUM

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

Reference: MHA Order No. 40-3/2020-DM-I(A) dated the 27th December, 2021.

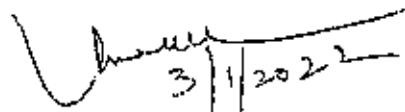
In view of the initial signs of surge in cases of COVID-19, the matter regulating attendance of Central Government employees has been reviewed and it has been decided as under, with immediate effect till 31st January, 2022.

- (i) Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the Departments concerned.
- (ii) All officers of the level of Under Secretary & above are to attend office on regular basis.
- (iii) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- (iv) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
 - (a) 9.00 A.M. to 5.30 P.M.
 - (b) 10.00 A.M. to 6.30 P.M.
- (v) 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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- (vi) Those officers/ staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times.
- (vii) Meeting, 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.
- (viii) All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times.
- (ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc

2. All Ministries/ Departments / Offices as well as the Central Government employees are directed to ensure strict compliance of instructions on COVID-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time.



(Umesh Kumar Bhatia)
Deputy Secretary to the Government of India
Tel 2309 4471

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. Director, NIC, DoP&T ~ for uploading on website.

S. No. 3

F.No.11013/0/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

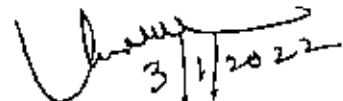
North Block, New Delhi
Dated the 3rd January, 2022

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – suspension of biometric attendance regarding.

Reference: MHA Order No.40-3/2020-DM-I(A) dated 27th December, 2021.

The undersigned is directed to refer to this Department's OM of even number dated the 1.11.2021 regarding biometric attendance. The matter has been reviewed and, as a precautionary measure, it has been decided to suspend the marking of biometric attendance in Aadhar Based Biometric Attendance System in all Ministries/Departments of the Government of India, including its attached/subordinate offices, with immediate effect till 31st January, 2022. However, all the employees are required to mark their attendance in Attendance Registers to be maintained manually. All the Heads of Departments shall also continue to ensure that all employees wear masks, at all times, and follow COVID-appropriate behavior strictly.


3/1/2022

(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, Director, NIC, DoP&T – for uploading.