



दक्षिण रेलवे/SOUTHERN RAILWAY

NO.P(R)/436/P/Misc./Vol.IV

प्रधानकार्यालय/ Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/Chennai - 600 003
दि./ Dated:20-03-2020

आर बी ई सं/RBE No. 34 / 2020

पी बी सी सं/ PBC No. 49 / 2020

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units,
etc .

(As per mailing list -'A')

विषय/Sub: Preventive measures to contain the spread of
(COVID – 19). Working hours

A copy of Railway Board's letter No. 2020/E(LL)HER/3 dated 19-03-2020 (RBE No. 34 / 2020) on the above subject along with the copy of DOP&T's OM No.11013/9/2014-Estt(A-III) dated 19.03.2020 regarding preventive measures to be taken to contain the spread of Coronavirus (COVID-19) is enclosed for information, guidance and necessary action and for strict adherence.

A copy of Railways Board's letter dated 18-03-2020 referred to therein is enclosed for reference.

All concerned are advised to implement the above instructions in letter and spirit and ensure that official work is not disturbed or affected.

Action taken on the Board's instructions to be advised to Secy to PCPO by email secytooppo@sr.railnet.gov.in immediately.


(B.INDUMATHY)

वरिष्ठ कार्मिक अधिकारी/नियम

Senior Personnel Officer/EMS

for Principal Chief Personnel Officer

मलग्र/Encl as above

प्रतिलिपि/Copy to : The Genl Secy / SRMU
The Genl Secy / AISCSTREA
The Genl Secy / AIOBCREA
The Genl Secy / NFIR
Ch.S&WI/System to upload in the website.

URGENT
OUT TODAY

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

RBE No. 34/2020

No. 2020/E(LL)/HER/3

New Delhi, dated: 19.03.2020

The General Managers (P)
All Zonal Railways
PUs, Metro Kolkata and RDSO Lucknow, NAIR.

Sub: Preventive measures to contain the spread of COVID-19 – Working hours.

Ref: Board's letter No. 2020/E(LR)III/Misc/1 dated 18.03.2020

In continuation of Board's letter referred above, please find enclosed a copy of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training's OM No. 11013/9/2014-Estt(A-III) dated 19.03.2020 regarding preventive measures to be taken to contain the spread of Coronavirus (COVID-19) for information and necessary action.

2. All concerned GMs/DGs are requested to implement the above instructions in letter and spirit. While implementing the instructions, it may also be ensured that official work is not disturbed or affected.

3. Action taken in the matter shall be advised to Board's office on a regular basis.

DA: As above


(Ms. Manju)
Director/Estt. (LL.)
Railway Board

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-110001

Dated the 19th March, 2020

OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
 - (a) 9 AM to 5.30 PM
 - (b) 9.30 AM to 6 PM
 - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

- (iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (vi) These instructions **shall not apply** to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.
- (vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.


19/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT



Government of India(Bharat Sarkar)
Ministry of Railways(Rail Mantralaya)
(Railway Board)

Urgent
Out Today

No.2020/E(LR)III/Misc/1.

New Delhi, dated 18.03.2020


General Managers,
All Indian Railways, &
Production Units including Metro Railway, Kolkata &
DG/RDSO

Sub: COVID-19 Novel Coronavirus disease – stoppage of mass gatherings.

Ministry of Health & Family Welfare's O.M. No.Z-21020/14/2020-PH dated 05.03.2020 and DOP&T's O.M. No. 11013/9/2014-Estt.A.III dated 17.03.2020 are enclosed for suitable necessary action.

As far as meetings relating to Industrial Relations such as PNM, PREM, etc. are concerned, **Para 2(iii)** of DOP&T's O.M. dated 17.03.2020 may please be referred for compliance.

D.A.:- Copies enclosed.
(Annex-I & II)


(R.K. Sinha)
Director, Estt.(IR)
Railway Board

Copy to:

1. The General Secretary, AIRF, No.4, State Entry Road, New Delhi-110 055
2. The General Secretary, NFIR, No. 3, Chelmsford Road, New Delhi-110055

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: 16/03/2020
17th

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – regarding.

In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees and the Ministries/Departments. In this regard, it has been decided to issue the following advisory for the well-being of Government employees and in public interest.

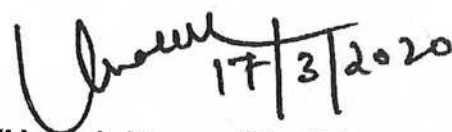
2. All the Ministries/Departments are advised to take all necessary measures such as :-

- (i) Install thermal scanners at the entry of Government buildings, as feasible. Mandatory placing of hand sanitizers at the entry of Government buildings. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc.
- (ii) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes should be suspended with immediate effect. Only those visitors whom have proper permission of the officer who they want to meet, should be allowed after being properly screened.
- (iii) Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.
- (iv) Avoid non-essential official travel.
- (v) Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
- (vi) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
- (vii) Close all gyms/recreation centres/creches located in Government buildings.
- (viii) Ensure proper cleaning and frequent sanitization of the work-place, particularly of the frequently touched surfaces.

- (ix) Ensure regular supply of hand sanitisers, soap and running water in the washrooms.
- (x) All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL: mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf.
- (xi) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- (xii) Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. The Ministries/Departments may take care not to expose such employees to any front-line work requiring direct contact with the public.

3. An indicative list of Do's and Don'ts is also annexed for wide dissemination.

Encl: As above


17/3/2020

(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

ANNEXURE**Do's**

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

Don'ts

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.

Z-21020/14/2020-PH
Ministry of Health & Family Welfare
Government of India

Nirman Bhawan, New Delhi
Dated the 5th March, 2020

OFFICE MEMORANDUM

Subject: Query from states on mass gatherings – reg

Kindly recall queries raised by states on organisations of mass gathering etc. In view of the above, it is highlighted that:

- Experts across the World have advised to reduce mass gatherings to avoid the spread of COVID-19 Novel Coronavirus disease. In view of above, it is advised that mass gatherings may be avoided or possibly be postponed till the disease spread is contained.
- In case any such mass gatherings are organised, States may take necessary action to guide the Organisers on precautions to be taken as per the risk communication material already sent so as to avoid any Severe Acute Respiratory Illness (SARI) cases and Influenza Like Illness (ILIs) including Covid-19.

States may take necessary action accordingly in the matter.



(Rajender Kumar)

Under Secretary for Government of India

Ph. 23061778

To:

Prl Secy/ Secy H of all States / UTs

PE/IK on file

15/3/20