



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. 09-10-2020

पी बी सी सं / PBC No: 169 / 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 Novel
Corona Virus (COVID – 19) – Attendance of Central
Government officials – Reg.

Ref (i) This office circulars PBC No. 144 / 2020 dated
01-09-2020 & PBC No. 148 / 2020 dated 03-09-2020

(ii) DOP&T Office Memorandum No. 11013/9/20214-
Estt.A.III dated 07-10-2020

Further to orders issued vide reference (i) above and in terms of O.M
cited at reference (ii) above. also given the prevailing situation in the States
covered by this Railway, the following instructions are issued to facilitate social
distancing in offices : -

- 1 All Officers are to attend office everyday.
2. Staff attendance should be at least at 50% . 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.Those who are suffering from comorbid conditions like severe diabetic, heart diseases, cancer and who are under immuno suppressive medication pregnant employees and persons with disabilities (Divyang) can be asked to work from home until further orders.

6. The above guidelines will be operative till 31-10-2020 and will be reviewed depending on the situation / any further orders of MHA /Board / DOP&T / State Government.

7.Other guidelines issued by MHA dated 30-09-2020 and State Governments guidelines should be followed.

8.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.

9.Nodal officers nominated may also ensure that all measures are taken as per the Standard Operating Procedure including provision of sanitizers etc . at work places.

This issues with the approval of the Competent Authority.


(B.Indumathy)

वरिष्ठ कार्मिक अधिकारी

Senior Personnel Officer/EMS.

For Principal Chief Personnel Officer

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

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 the 7th October, 2020

OFFICE MEMORANDUM

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

The undersigned is directed to refer to OM of even number dated the 5th June, 2020 reiterating, *inter alia*, the instructions/advisory issued vide OMs dated 17.3.2020, 18.5.2020 and 19.5.2020 for well-being of Government employees and regulating attendance of Central Government employees in offices with staggered timings. The matter has now been reviewed and it has been decided as under: -

- (a) The Government servants at the level of Under Secretary and above to attend offices on all working days.
- (b) As regards Government servants below the level of Under Secretary, at least 50% of attendance is to be ensured. The Heads of Department may mandate attendance of more than 50%, if required in public interest, while strictly ensuring that social distancing is maintained under all circumstances.
- (c) The officers/staff shall follow staggered timings to avoid over-crowding in offices/work places as indicated below.

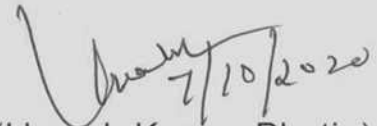
9.00 a.m. to 5.30 p.m.

10.00 a.m. to 6.30 p.m.

- (d) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.

- (e) Those officers/staff who are not attending office shall work from home and they should be available on telephone and electronic means of communication at all times.
- (f) Persons with Disabilities and Pregnant women employees shall continue to work from home till further orders.
- (g) Heads of Departments shall ensure that the National Directives for the Covid-19 management, which include instructions issued for regular sanitization/cleaning of working places, maintenance of social distancing norms, wearing of masks etc. are strictly complied with. It may also be strictly ensured that there is no crowding in the corridors.
- (h) Meetings, 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.

2. The above instructions shall be in force with immediate effect until further orders. Biometric attendance shall continue to be suspended and physical attendance registers shall be maintained until further orders. The Heads of the Department may kindly ensure strict implementation of these instructions.



(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