

सं.पी/टी.

No. T/P. Sr. DPO/COVID – 19

मंडल कार्यालय/Divisional Office,
कार्मिक शाखा/Personnel Branch,
तिरुच्चिरापल्ली/Tiruchchirappalli,
दि./Dt: 20.03.2020

All Branch Officers/TPJ Division

Sub: Preventive measures to be taken to contain the spread of Novel Coronavirus COVID – 19 for DRM Office– reg.

Ref: 1. Railway Board's letters No. No. 2020/E(LR)III/Misc/I
dated 18.03.2020 & No. 2020/ERB-IV/12/2/Ex-India dated
19.03.2020
2. PBC No. 47/2020 & PBC No. 50/2020

In pursuance to the instructions vide RBE No.34/2020 considering severity of outbreak of COVID-19 over jurisdiction of DRM/TPJ, the following instructions are issued for compliance with effect from 23.03.2020 to 04.04.2020.

1. All Branch Officers to instruct the field officers / supervisors not to depute any staff to Divisional Office unless there is an absolute necessity. They may be encouraged to use Autophone, Mobile Phone, Email, E-office etc., as authorised by their controlling officers. Please ensure that staff from the offices in and around Trichy area also adhering these instructions.
2. A working calendar (Temporary Roster) may be advised for administrative offices in such a way that almost 50%(approx.) strength is available every day in office ON DUTY. However, these instructions will not apply to offices and staff involved in train operations and maintenance of fixed and moving assets including EnHM and Medical. The work should be co-ordinated properly from home by the 50% of the staff who are working from home.
3. Non-essential staff who are suffering from Diabetes, heart Disease, Cancer and who are under Immuno Suppressive medication may be asked to work from home during this period Muster roll may be marked as Work From Home (WFH) instead of signing / marking present and to be treated as duty.
4. Office hours may be decided as per the working hours prescribed vide RBE 34/2020 as follows
 - a. 9:00 AM to 5:30 PM
 - b. 9:30 AM to 6:00 PM
 - c. 10:00 AM to 6:30 PMand staff divided equally (Approx.).




5. All the staff who are on alternate duties will work at home. They have to be available on phone call and electronic means of communication at all the time during office hours and they must attend the office on call in case exigency of work. **Those staff should be instructed that this measure is primarily to confine staff to their homes so as to minimise the risk of acquiring infection.**
6. Personal hygiene and sanitation to be focussed and maintained properly.
7. Please 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 B.Os may take care not to expose such employees to any front-line work requiring direct contact with the public.
8. Every official must behave responsibly and any incident/sickness must be informed to their controlling official without fail and proper medical protocol must be followed.
9. The instructions issued from Railway Board / HQrs may be followed scrupulously also refer RBE 34/2020, Railway Board's letters No. 2020/E(LR)III/Misc/I dated 18.03.2020 & No. 2020/ERB-IV/12/2/Ex-India dated 19.03.2020 PBC 47/2020 & PBC 50/2020 for reference if any.

All such decision related to the above instructions to be taken minimum at Gazetted Officers Level.

The order is implemented w.e.f from 23.03.2020 to 04.04.2020.

This has the approval of DRM/TPJ.

 20/3/20.
(S. Saravanan)
APO/M/TPJ
/Sr. DPO/TPJ

C/- PS to DRM/TPJ – for kind information of DRM

C/- PS to ADRM/I & ADRM/II - for kind information of ADRM/I & ADRM/II

C/- DS/SRMU, AISCSTREA & AIOBCREA