To

The SDG(APS)/ ADG (North)/Director NISA/IG Trg./ All Sector IsG/All Zonal DIsG/ALL DIGs RTC/All Group Commandants

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

In view of DOPT OM dated 22/03/2020 (Copy enclosed), it has been decided by the competent authority in respect of FHQrs, Formations *(Office of SDG(APS)/Office of ADG(N)/Sector/Zonal/Group offices) & NISA/RTC as follows :-

1) Personnel who normally use public conveyance to reach office are advised to work from home(unless their presence is required for essential duties). However, such personnel should be available over phone/other electronic means. In case of exigencies of public service, they can also be called to office.

2) All IsG of FHqrs shall prepare roster of staff( for officers and staff) for running skeletal arrangement for essential duties of the Branches under their control (out of personnel who do not use public transport to reach office). Only such personnel would be required to attend office from 23.03.2020 tp 31.03.2020.

3) As regards the formations (office of SDG(APS)/Office of ADG(N)/Sector/Zonal/Group offices) & NISA/RTC located in places where there is lockdown and where public conveyance is affected, similar arrangements shall be made by the Head of office. Operational Considerations (where applicable) should be kept in mind while drawing such arrangement.

Encl : As Above.

Copy to:

1. ALL IsG FHQ : for favour of kind information and necessary action please.
2. AIG/Adm. : for information and necessary action please.
3. DC/EDP Cell : for placing on CISF 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 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.

(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

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