



कार्यालय, रक्षा लेखा महानियंत्रक

Office of the CGDA

उलन बटार रोड, पालम, दिल्ली छावनी -110010

Ulan Batar Road, Palam Delhi Cantt.-10



No.AN/Coord/3012/Circular/Vol.VIII

Dated: 13.10.2020


To

All PCDAs/PCA(Fys)/PIFAs  
CDAs/CFAs(Fys)/IFAs/RTCs  
(Through CGDA Website)

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

A copy of Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training OM No.11013/9/2014-Estt.A.III dated 7<sup>th</sup> October, 2020 on the subject matter is forwarded herewith for information and necessary action.

2. All Heads of Offices/Departments are requested to take action accordingly.

  
(Rajeev Ranjan Kumar)  
Dy. CGDA(AN)


Copy to:

1. AN(Pay) Local

For similar action as above

2. IT & S Wing Local

For uploading on CGDA website

  
(Rajeev Ranjan Kumar)  
Dy. CGDA(AN)

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 7<sup>th</sup> October, 2020

**OFFICE MEMORANDUM**

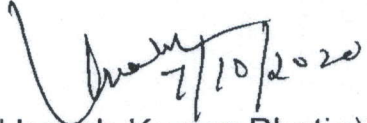
**Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Attendance of Central Government officials regarding.**

The undersigned is directed to refer to OM of even number dated the 5<sup>th</sup> 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