

OFFICE MEMORANDUM

Subject: Functioning of office during outbreak of COVID-19 – Instructions on maintenance of attendance of officers/staff- regarding.

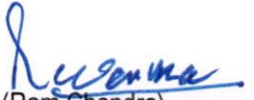
The undersigned is directed to refer to the guidelines issued by Ministry of Home Affairs and advisory of Ministry of Health & Family Welfare on the subject cited above and to say that in a bid to contain the spread of COVID-19, it has been decided that all officers of the level of Deputy Secretary and above will attend office at Krishi Bhawan, New Delhi, on all working days. Officers of the level of Under Secretary and Section Officer will attend office with **fifty percent (50%)** attendance with staggered timings on rotational basis. **Thirty-three percent (33%)** officers/staff below the level of Section Officer will attend the office on rotational basis with staggered timings as per roster as decided by the concerned Division in consultation with their respective Additional Secretary/Joint Secretary etc. However, any particular staff may be called by concerned Divisional Head/Controlling officer as per their need without violating the norms of social distancing. Moreover, it has further been decided that concerned Divisional Head/Controlling Officer may also allow any officer/official under his/her control to work from home keeping in view COVID like symptoms and health condition of officer/official. Any officer/official residing in containment zone may be allowed to work from home by concerned Divisional Head/Controlling Officer. Besides, all officers/officials above the age of **45 years** are advised to get themselves vaccinated for COVID along with their eligible family members.

2. All Divisional Heads of the Department may draft the weekly roster of their concerned Divisions/Sections/Office ensuring attendance of staff as per para-1 above. While remaining staff should be instructed to work from home and will facilitate their support to their officers, for which officers/staff of most of the Divisions have been provided VPN facility to work from home. Further, while working from home, all staff will also be well connected from their office through mobile phones and e-mails.

3. This arrangement of maintenance of attendance will, however, be without violating the norms of social distancing and other mandatory requirements like use of mask and sanitizer as per advisory issued by Ministry of Home Affairs and Ministry of Health & Family Welfare from time to time.

4. Further, it has also been decided that as a precautionary measure, Departmental Canteen shall be closed with immediate effect until further orders.

5. This issues with the approval of Competent Authority.


(Ram Chandra)

Under Secretary to the Govt. of India
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To

1. Additional Secretary (P&FCI) & CVO
2. Additional Secretary & Financial Adviser
3. Pr. Adviser (Cost)
4. Joint Secretary (PD)
5. Joint Secretary (Impex & IC)
6. Joint Secretary (Sugar & Admn)
7. Joint Secretary (Storage & PG)
8. Economic Adviser
9. Adviser (Cost)

Copy to:

1. PS to Hon'ble Minister for CA, F& PD
2. PS to Hon'ble Minister of State for CA, F&PD
3. PSO to Secretary (F&PD)

Copy also to: All Officers/Staff of Department of Food & Public Distribution.