

F.No. 44011/2/2021-E-IV
Government of India
Ministry of Education
Department of Higher Education

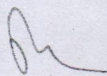
Shastri Bhawan, New Delhi
Dated the 16th April, 2021.

Subject: - Preventive measures to contain the spread of COVID-19-reg

In view of the unprecedented surge of the COVID-19 cases, it is necessary to take the following measures/ steps to prevent its spread in workplaces.

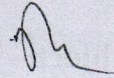
- a. All Director/ Deputy Secretary (Divisional Heads) are requested to prepare a weekly roster to ensure that 50 percent of Group B and C employees may attend office every day, and the remaining 50 percent staff may be advised to work from home. It should also be ensured that attendance of at-least one person per section is maintained.
 - b. With regard to Director/DS/US or equivalent Officers, a specific approval may be taken from the respective Bureau Head for work from home, if necessary.
 - c. All officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
 - d. Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
 - i. 9:00 AM to 5:30 PM
 - ii. 9:30 AM to 6:00 PM
 - iii. 10:00 AM to 6:30 PM
 - e. These instructions shall not apply to the employees, etc. engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19, if any.
 - f. These advisories would be applicable with immediate effect and will remain in force until further communication.
2. Accordingly, all Officers/Officials, working in both the departments of this ministry are requested to kindly take note of the above decision for the appropriate action.

Contd.../-



3 Similar practices may also be followed by the various Autonomous Bodies / PSUs under Ministry of Education.

4. This issue with the approval of the Competent Authority.



(M. K. Meena)

Deputy Secretary to the Govt. of India

To,

- I. PS to Hon'ble SM / PS to Hon'ble MoS
- II. PPS to Secretary (HE) / PPS to Secretary (SE&L)
- III. All the Bureau Heads in the Ministry of Education
- IV. All Divisional Heads in both the departments.
- V. All the Officers / Officials of both departments of Ministry of Education
[Through : e-office]
- VI. All PSUs/Autonomous bodies working in this Ministry.
- VII. JS (Admn.) of all Ministries / Departments housed in Shastri Bhawan, New Delhi.
- VIII. CMIS/NIC for uploading it on e-office
- IX. Reception Officer, MHA, Shastri Bhawan, New Delhi
- X. Commandant, CISF, Shastri Bhawan, New Delhi