EAST CENTRAL RAILWAY

पूर्व मध्य रेल

EAST CENTRAL RAILWAY

R.B.E.No.34/2020

PCPO's Sl.No.33/2020

No .E/Misc/O/ECR/HJP

Dated:-20.03.2020

1. CAO (Con.)/ उत्तर एवं दक्षिण / पटना।
2. सभी PHOD/CHOD, पू.म.रे, हाजीपुर।
3. DRM/ पूमरे / मुगलसराय, दानापुर, धनबाद, सोनपुर एवं समस्तीपुर।
4. मुख्य कार्मिक अधिकारी / प्रशासन / पू.म.रे / हाजीपुर।
5. मुख्यालय के सभी कार्मिक अधिकारी।
6. CWM/ पीडी / मुगलसराय, यांत्रिक कारखाना / समस्तीपुर / हरनौत।
7. Sr.DPO/ पूमरे / मुगलसराय, दानापुर, धनबाद, सोनपुर एवं समस्तीपुर।
8. उप महाप्रबंधक / विधि / पटना।
9. प्राचार्य / क्षेत्रीय रेल प्रशिक्षण संस्थान / मुजफ्फरपुर एवं भूली।
10. सभी मुकार्याधी / कार्याधी / पू.म.रे / हाजीपुर।

विषय: Preventive measures to contain the spread of COVID-19 – Working hours.

संदर्भ : Railway's Boards Lt. No.2020/E(LL)/HER/3 Dated: 19.03.2020.

विषयांकित से संबंधित संदर्भित पत्र की छायाप्रति सूचना, मार्गदर्शन एवं अग्रेत्तर आवश्यक कार्रवाई हेतू प्रेषित की जा रही है।

A copy of above referred letter on the subject matter is being forwarded herewith for information guidance and needful onward action please.

संलग्नक : यथोपरि।

DA : As above.

20.3.2020

(सौरभ सावर्ण)
वकाधि / ई.एस.एम
कृते महाप्रबंधक (कार्मिक) / हाजीपुर

प्रतिलिपि सूचनार्थ, मार्गदर्शन एवं आवश्यक कार्रवाई हेतू प्रेषित :–

1. महासचिव / ईसीआरकेयू / पू.म.रे. / हाजीपुर।
2. महासचिव / एस0.सी0. / एस0.टी0. / एशोसिएशन / पू.म.रे. / हाजीपुर।
3. सकाधि (एम.पी.पी.),पू.म.रे / हाजीपुर। कृपया इसे नेट पर अपलोड कराने की व्यवस्था करें।
4. महासचिव / ओ.बी.सी.एशोसिएशन / पू.म.रे. / हाजीपुर।

URGENT
OUT TODAY

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

RBE No. 34/2020

No. 2020/E(LL)/HER/3 **New Delhi, dated: 19.03.2020**

The General Managers (P)
All Zonal Railways
PUs, Metro Kolkata and RDSO Lucknow, NAIR.

Sub: Preventive measures to contain the spread of COVID-19 – Working hours.

Ref: Board's letter No. 2020/E(LR)III/Misc/1 dated 18.03.2020

In continuation of Board's letter referred above, please find enclosed a copy of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training's OM No. 11013/9/2014-Estt(A-III) dated 19.03.2020 regarding preventive measures to be taken to contain the spread of Coronavirus (COVID-19) for information and necessary action.

2. All concerned GMs/DGs are requested to implement the above instructions in letter and spirit. While implementing the instructions, it may also be ensured that official work is not disturbed or affected.

3. Action taken in the matter shall be advised to Board's office on a regular basis.

DA: As above

Manju

(Ms. Manju)
Director/Estt. (LL)
Railway Board

Pravin / Amit 2020

No. 11013/9/2014-Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi-110001

Dated the 19th March, 2020

OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

(i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.

(ii) 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:-

(a) 9 AM to 5.30 PM

(b) 9.30 AM to 6 PM

(c) 10 AM to 6.30 PM

(iii) The 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.

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(iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.

(v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.

(vi) These instructions **shall not apply** to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.

(vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.

19/3/2020

(Sujata Chaturvedi)
Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the 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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