पूर्व मध्य रेल
EAST CENTRAL RAILWAY

कार्यालय
महाप्रबंधक(का)
हाजीपुर

PCPO's Sl No. 51/2021

No. E/Misc./O/ECR/HJP (E-Office/Compter No.96193)

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

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

संदर्भः– Railway Board's letter No.- E(G)2021/CL-4/3, dated- 18/06/2021.

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विषयांकित से संबंधित संदर्भित पत्र की छायाप्रति सूचना, मार्गदर्शन एवं अग्रेत्तर आवश्यक कार्रवाई हेतु 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.

संलग्नकः यथोपरि।

DA: As above.

Signed by Saurabh Sawarn
Date: 25-06-2021 14:58:11
Reason: Approved
(सौरभ सावर्ण)
वकाधि/ई.एस.एम.
कृते महाप्रबंधक (का0)/हाजीपुर

प्रतिलिपि/– निम्नलिखित को सूचनार्थ, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु प्रेषितः–

1. महासचिव/ईसीआरकेयू/पूमरे/हाजीपुर।
2. महासचिव/एस.सी.एवं एस.टी.एशोसिएशन/पूमरे/हाजीपुर।
3. सकाधि(एम.पी.पी.)/पूमरे/हाजीपुर–कृपया इसे वेबसाइट पर अपलोड करें।
4. महासचिव/ओ.बी.सी.एशोसिएशन/पूमरे/हाजीपुर।

कृते महाप्रबंधक (का0)/हाजीपुर

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(G) 2021/CL-4/3 **New Delhi dated 18/06/2021**

CR
ECR
ECoR
ER
NCR
NER
NWR
NFR
NR
SCR
SECR
SWR
SR
WCR
WR
BLW
CLW
ICF
RCF
DMW
RWF
MCF
RWP
GMs/NF/Rail

The General Managers,
All Indian Railways & Production Units,
GMs/NF Railway
(Cons/CORE/Allahabad/Metro Railway, Kolkata.
DG/RDSO, DG/NAIR.

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

Ref: **Board's letter No. E(G)2021/CL-4/3 dated 02/06/2021 & 10/05/2021.**

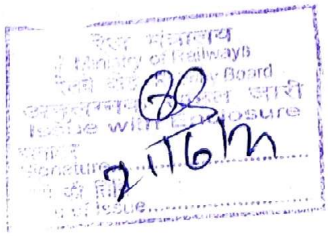
In continuation of Board's letters referred above, please find enclosed a copy of Office Memorandum No. 11013/9/2014-Estt.A III dated 14/06/2021 issued by Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) on the above noted subject, for information and compliance.

DA: As above.

18-06-2021

(Ashok Kumar Yadav)
Dy. Director Establishment(G)-I
Railway Board

O/C



F.No.11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
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North Block, New Delhi
Dated the 14th June, 2021

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 this Department's OMs of even number dated the 6th May, 2021 and 28th May, 2021, mandating the Secretaries/HoDs of the Ministries/Departments/Offices to regulate the attendance of their staff, keeping in view the COVID-positive cases and functional requirements in their offices. These orders are currently in operation till 15th June, 2021 or until further orders, whichever is earlier. In view of the fact that number of COVID cases and positivity rate have reduced considerably, the matter has been considered again and decided as under :-

(i) All Government servants at the level of Under Secretary and above to attend office on all working days.

(ii) As regards Government servants of the level below Under Secretaries, 50% of such officials shall attend office on any working day and the remaining 50% shall work from home.

(iii) Persons with Disabilities and Pregnant women employees shall continue to be exempted from attending office but are required to work from home till further orders.

(iv) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicted below:
(a) 9.00 A.M. to 5.30. P.M.
(b) 9.30 AM to 6.00 PM
(c) 10.00 A.M. to 6.30 P.M.

14/6/2021

(v) All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotifed.

(vi) Those officers/ staff who are not attending office shall work from home and they should be available on telephone and other electronic means of communication at all times.

(vii) Meeting, 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.

(viii) All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times and any laxity in this regard shall be viewed very seriously.

(ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

2. All Ministries/ Departments / Offices as well as the Central Government employees are directed to ensure strict compliance of instructions on Covid A ppropriate Behavior issued by MHA, MoH&FW and DoP&T from time to time. The above instructions shall be in force w.e.f. 16-06-2021 until 30-06-2021, or until further orders, whichever is earlier. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.

14/6/2021

(Umesh Kumar Bhatia)
Deputy Secretary to the Government of India
Tel 2309 4471

To

1. All the Ministries/Departments, Government of India
2. PMO / Cabinet Secretariat.
3. Director (Canteen), DoPT
4. PS to Hon'ble MoS(PP).
5. PSO to Secretary (Personnel).
6. Sr. Tech. Director, NIC, DoP&T – for uploading on website.