

No. ECR/HRD/Covid-19/Misc

Dated : 18.04.2020

All PHODs/HODs  
East Central Railway  
Hajipur.

Sub : Reporting of Officials of Administrative Offices/Workplaces of Zonal Railway  
HQ office during lockdown period.

Ref : 1) Ministry of Home Affairs's order No. 40-3/2020-DM-I/(A) Dated : 15.04.2020.  
2) DOPT's office memorandum No. 11013/92014-Estt.A.III Dated 16/17.03.2020

- 1.0 Ministry of Home Affairs, vide their order cited above, have issued detailed guidelines with regard to activities which are to come into effect with effect from 20<sup>th</sup> April 2020.
- 2.0 In terms of Para 18 of the consolidated revised guidelines on the measures to be taken by the Ministries, Administrative offices of Zonal Railway HQ lying in the green zone(as defined by the State Government) are to remain open/functional from Monday the 20<sup>th</sup> April 2020 onwards till the lock down period with 100% attendance of officers, and by staff upto 33% as per requirement. These guidelines shall be subject to revisions as per directives of State Government.
- 3.0 Accordingly, all Officers of Zonal Railway HQ Office may attend office regularly from 20<sup>th</sup> April onwards. As regards staff, PHODs of the Departments may prepare the roster of staff who may be called for attending duties so as to ensure smooth working of office. While preparing roster, it may be ensured that staff upto 33% attends office as per requirement. Those staff who are not called for duty would work from home and will be available all times on mobile phones.
- 3.1 However, those residing in Hotspot areas/Containment areas as demarcated by States /District Administration will not attend office. They will work from home and will be available at all times on their mobile phones.
- 4.0 Further all officers and staff may travel in their own Vehicles/Staff cars/Hired vehicles with their official ID cards which may be shown to the Police personnel whenever required, as Railway Identity Cards will qualify as valid passes for movement.
- 5.0 In view of Annexure-I & II of the MHA's order dated 15.04.2020, following also has to be strictly followed by all officers/staff :-

**PUBLIC SPACES**

- 1 Wearing of face cover is compulsory throughout the travel and working hours.
- 2 Social distancing has to be followed by every Railway personnel out for work.
- 3 No gathering (within 6 feet) of more than two to be allowed.
- 4 Spitting is banned and punishable with fine.
- 5 Use gloves as far as possible while touching public utilities.

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**WORK SPACES**


- 1 Only one entry to any workplace/office, Other entries are to be sealed.
- 2 All offices should have a make-shift reception at the entrance
  - (a) Officers/employees to show Aarogya Setu App while entering workplace.
  - (b) The App should show green. Any unsafe person not to be allowed in office premises.
  - (c) Temperature screening of all officers/employees entering/existing office should be monitored.
  - (d) Sanitizer to be provided to all at entrance.
  - (e) All inward documents/files/daks being delivered to the office shall be kept in a box at the reception desk itself. The bearer need not go inside.
  - (f) The receptions to be manned by the officials of the Medical, RPF & Personnel Departments.
- 3 Sanitizer to be provided in adequate quantity in all offices.
- 4 Lunch break to be staggered so that social distancing is ensured.
- 5 All workplaces to be completely sanitized every day morning. For shift-working, sanitization to be ensured between each shift.
- 6 E-office to be used to the extent possible. Communications via email, mobile etc to be done in place of physical dak.
- 7 Paper files, if any, to be duly sanitized. All officers/staff without gloves to sanitize hands upon dealing with paper files.
- 8 No physical meetings during the restricted period. If required, video conferences may be called and attended from own desk.
- 9 No non-essential visitor to be allowed.
- 10 Strict monitoring of compliance to these guidelines to be ensured by the Head of the Department.
- 11 Hospitals/clinics authorized to treat COVID-19 in vicinity should be identified and details should be available at workplace at all times.

In addition to the above, guidelines/instructions issued by the State Government /Ministry of Home Affairs/Competent Authority should always be adhered to all times.

Copy of Ministry of Home Affairs's order No. 40-3/2020-DM-I/(A) Dated : 15.04.2020 is attached herewith for guidance.

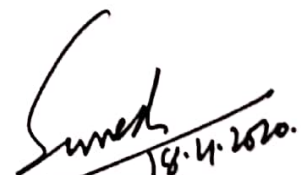
**This has the approval of Competent Authority.**

Encls : As above.

  
(S. C. Srivastava)  
Chief Personnel Officer/IR

Copy to information and necessary action to:-

- Secy to GM – for kind information to GM.
- PS to AGM- for kind information to AGM.
- CAO/Con/South/MHX and CAO/North/MHX – For necessary action please.
- All DRMs/ECR
- All CWMs/ECR
- All Personnel Officers of HQ and extra divisional units
- APO/MPP/HJP – For uploading.
- Genl Secy/ECR KU, AISCSTREA and AIOBCREA
- All concerned officials.

  
(S. C. Srivastava)  
Chief Personnel Officer/IR