

GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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No.A.49011/12/2020/DPAR/CCD(2)

Puducherry, dated 17.01.2022

**I.D. NOTE / OFFICE MEMORANDUM**

Sub: Public Services – COVID-19 – Guidelines for functioning of  
Offices – Instructions – Issued.

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The Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, New Delhi vide Office Memorandum F.No.11013/9/2014-Estt.A-III dated 03.01.2022 have issued various guidelines on the preventive measures to contain the spread of Novel Coronavirus (COVID-19).

2. In compliance with the said guidelines, the following instructions are issued with regard to the functioning of the Government Offices in this Union Territory of Puducherry, until **31<sup>st</sup> January, 2022**:-

- (i) All Group 'A' Officers shall attend Office with full strength.
- (ii) Officers from the level of Under Secretaries to Government and equivalent / Head of Departments / Head of Offices / other Administrative Heads shall attend Office with full strength.
- (iii) Group 'B' and Group 'C' officials shall attend Office as per requirement with 50% staff strength.
- (iv) Persons with Disabilities and Pregnant women employees shall be exempted from attending Office, but, are required to Work from Home.
- (v) The 50% limit shall not be applicable to essential services Departments, revenue generating Departments and other Departments involved in COVID related activities.
- (vi) The Administrative Secretaries shall be competent to decide the level of attendance depending upon the functional requirement of the Departments under their control.
- (vii) All Officers / staff residing in the containment zone shall be exempted from coming to Offices till the containment zone is de-notified.

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- (viii) Those Officers / staff who are not attending Office and working from home shall be available on telephone and other electronic means of communications at all times.
- (ix) Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, are to be avoided.
- (x) 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.
- (xi) All Head of Offices shall ensure 100% vaccination of the Offices, as per Circular No.A.49011/12/2020/DPAR/CCD(2) dated 04.01.2022 of this Department.
- (xii) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. Head of Departments may also ensure non-crowding in corridors, canteens, etc.

/ BY ORDER /



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To

All Secretariat Departments / Head of Departments / Offices, Puducherry.

Copy to:-

1. The Development Commissioner-cum-Principal Secretary / Commissioner-cum-Secretaries / All Secretaries / Special Secretary to Government, Puducherry.
2. The Secretary to Lieutenant Governor, Puducherry.
3. The Officer on Special Duty to Chief Minister / Home Minister, Puducherry.
4. The Private Secretary to All Ministers / Speaker / Sr. P.A. to Deputy Speaker, Puducherry.
5. The Collector, Karaikal; Regional Administrator, Mahe / Yanam.
6. The Private Secretary to Chief Secretary, Puducherry.
7. Stock file / C.R.B.