

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 21.03.2020

I.D. NOTE / OFFICE MEMORANDUM

Sub: Public Services – Preventive measures to contain the spread
of Novel Corona Virus (COVID-19) – Instructions – Issued.

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In order to contain the spread of Novel Corona Virus (COVID-19), the Department of Personnel and Training, Ministry of Personnel and Public Grievances and Pensions, Government of India has announced various precautionary measures to be taken by all the employees and the Departments. The DoPT has, among the other things, advised to allow 50% of Group 'B' and Group 'C' employees to work from home by drafting a weekly roster of duty for Group 'B' and 'C' staff and ask them to attend Office on alternate weeks.

2. In accordance with the above said advisory, the following instructions are issued for compliance by all concerned:-

- (1) Administrative Secretaries shall ensure that 50 percent of Group 'B' and 'C' employees are required to attend Office every day, and the remaining 50 percent staff should be instructed to work from home. All HoDs are 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 Office. While preparing the aforesaid duty roster, it shall however be ensured that the staff dealing with budget related works and booking of expenditure are available to ensure smooth booking of expenditure.
- (2) 50 percent limit shall not apply to the following Departments / Offices/ PSUs which are engaged in essential / emergency services:-
 - (a) Health and Family Welfare Services
 - (b) Indian System of Medicines
 - (c) Food and Drugs Administration
 - (d) Revenue and Disaster Management
 - (e) Excise
 - (f) Police
 - (g) Electricity
 - (h) Public Works
 - (i) Fire Service
 - (j) Municipalities and Commune Panchayats
 - (k) Transport
 - (l) Commercial Taxes
 - (m) Directorate of Accounts and Treasuries
 - (n) PONLAIT
 - (o) Puducherry Road Transport Corporation
 - (p) Puducherry Power Corporation
 - (q) Any other Department / Office / PSUs declared as such by the District Collector / Regional Administrator concerned.

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- (3) Wherever the staff strength is less than five, 100 percent attendance shall be ensured.
- (4) Decision regarding allowing work from home to Supervisory Officers / Section heads may be taken by the HoDs depending on the functional necessity.
- (5) All drivers shall attend duty without any exemption.
- (6) MTS (General), MTS (Security), MTS (House-keeping) staff and FTCL may be drafted in such a way that their services are available for Office, security and sanitation works without any difficulty.
- (7) In respect of all other Departments / Offices / PSUs, HoDs shall restrict the staff strength as above.
- (8) Before allowing the officials to work from home, their updated contact number and an alternative contact number shall be obtained. Their Residential address / e-mail ID shall also be got updated.
- (9) Officials who are working from home on a particular day as per the duty roster shall be available on telephone / mobile at all times (24x7).
- (10) They shall attend Office if called for any exigency of work.
- (11) Refusal to attend phone calls / Office whenever called for will invite disciplinary action and the day of work from home will be treated as unauthorised absence.
- (12) All the officials including those who are permitted to work from home shall not leave the headquarters under any circumstances and they may be summoned at any time for any exigency of work.
- (13) No leave shall be granted to any official.
- (14) Officials shall not be permitted to avail station leave during weekly off / public holidays.
- (15) All the vehicles shall be maintained in road worthy condition.
- (16) Vehicles including hired vehicles shall also be placed at the disposal of the District Administration whenever required by the District Collector concerned.
- (17) Clarification if any required, the Under Secretary, DP & AR (PW) shall be contacted in the following contact numbers during Office hours:- 0413-2233346, 2233229 & 2233200.

3. These instructions shall be in force from 23.03.2020 until 4th April, 2020.

/ BY ORDER /

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To

All Secretariat Departments / Heads of Departments / Offices /
PSUs / Autonomous Bodies.

Copy to:-

1. The Development Commissioner / all Secretaries / Special Secretaries to Government, Puducherry.
2. The Secretary to Chief Minister, Puducherry.
3. The Special Secretary to Lieutenant Governor, Puducherry.
4. The Collector, Puducherry / Karaikal.
5. The Regional Administrator, Mahe / Yanam.
6. The Private Secretary to Chief Secretary, Puducherry.
7. Stock file / C.R.B.