

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 21.04.2021

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

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

Ref: Office Memorandum F.No.11013/9/2014-Estt.A-III dated 19.04.2021 of the Department of Personnel & Training, New Delhi.

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A Copy of the Office Memorandum referred to above is forwarded herewith, with the following modification/clarification.

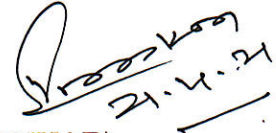
2. In this Union Territory of Puducherry, the Government offices will function as follows, until further orders:-

- (i) All Group 'A' Officers shall attend Office with full strength.
- (ii) Officers from the level of Under Secretaries to Government and equivalent / Heads of Departments / Heads 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) The 50% limit shall not be applicable to essential services Departments, revenue generating Departments and other Departments involved in COVID related activities.
- (v) The 50% limit shall not be applicable to Elections Department and the Officials involved in Elections related works shall attend office on regular basis without any exception.

3. Notwithstanding the above, the Administrative Secretaries shall be competent to fix any higher level of attendance depending on requirements. Further, officers/staff deployed for COVID management/Election duty shall attend duty.

4. The other guidelines contained in the above O.M from (d) to (l) shall be strictly adhered to. This order shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.

/ BY ORDER /



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To

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

Copy to:-

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

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 19<sup>th</sup> April, 2021

OFFICE MEMORANDUM


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

In view of the unprecedented rise in the numbers of Covid-19 cases, and to take measures to prevent its spread, the following instructions / guidelines are issued for strict compliance by all Ministries/Departments/Offices of the Central Government : -

- a. Physical attendance of the officers of the level of Under Secretary or equivalent and below to be restricted to 50% of the actual strength. Secretary/HOD may regulate the attendance of officials and may, on administrative grounds, direct more officials to attend office. A roster may be prepared accordingly.
- b. All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.
- c. The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
  - 9.00 A.M. to 5.30. P.M.
  - 9.30 AM to 6.00 PM
  - 10.00 A.M. to 6.30 P.M.
- d. All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
- e. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- f. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.
- g. All officials who attend office shall strictly follow Covid-appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- h. Crowding in lifts, staircases, corridors, common areas including refreshment

kiosk and parking areas is to be strictly avoided.

- i. Meetings, as far as possible, to be conducted through video-conferencing.
  - j. Entry of outsiders /visitors to be curtailed appropriately.
  - k. In compliance of OM of even number dated 6.4.2021, all employees of the age of 45 years and above are advised to get themselves vaccinated.
  - l. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.
2. All Ministries/ Departments / Offices as well as the Central Government employees are to ensure strict compliance of instructions on Covid-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.
3. The above instructions / guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.

  
19.4.2021  
(Sujata Chaturvedi)  
Additional Secretary to Govt. of India  
Tel 2309 4276

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.

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21/4/2021  
**(K.CANDANE @ SIVARADJANE)**  
**SUPERINTENDENT (CCD)**