

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 05.05.2020

I.D. NOTE / OFFICE MEMORANDUM

Sub: Public Services – COVID-19 – Revised guidelines for functioning of Offices – Instructions – Communicated.

Ref: (1) Order No.40-3/2020-DM-I(A) dated 01.05.2020 of the Ministry of Home Affairs, New Delhi.

(2) This Department's I.D. Note / Office Memorandum of even number dated 16.04.2020.

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In the Order first referred above, the Government of India have communicated the revised guidelines with regard to COVID-19, in which para 7(g) reads as follows:-

“All Government Offices shall function with Officers of the level of Deputy Secretary and above to the extent of 100% strength. The remaining staff will attend upto 33% as per requirement”.

2. In respect of this Union Territory of Puducherry, it is hereby clarified that the Government Offices, other than essential services Departments, 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; and
- (III) Group 'B' Officers and Group 'C' officials shall attend Office as per requirement with 33% staff strength.

3. Further, the daily attendance particulars as sought for by this Department shall be continued to be sent without fail.

/ BY ORDER /



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To

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

Copy to:-

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