

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

* * *

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

Puducherry, dated 24.04.2020

I.D. NOTE / OFFICE MEMORANDUM

Sub: Public Services – Preventive measures to contain the spread of COVID-19 – Avoiding of crowding in the Offices and maintaining safe social distancing norms – Ensuring staggered timings – Instructions – Communicated.

Ref: Circular No.F.12011/02/2014-DPAR/GC/UIII dated 21.04.2020 of this Department.

--oo0oo--

A copy of the Office Memorandum vide F.No.11013/9/2014-Estt.A-III, dated 23.04.2020 of the Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi is forwarded herewith, which is self-explanatory.

2. As advised therein, all Secretariat Departments / Heads of Departments are directed to follow the staggered timings to avoid crowding in Offices / work spaces. The Secretaries to Government / Heads of Departments are also requested to ensure the compliance of the guidelines issued by the Ministry of Home Affairs from time to time.

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

/ BY ORDER /

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

Encl: As stated.

To

All Secretariat Departments / Heads of Departments, 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 Regional Administrator, Mahe / Yanam.
6. The Private Secretary to Chief Secretary, Puducherry.
7. Stock file / C.R.B.