

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.

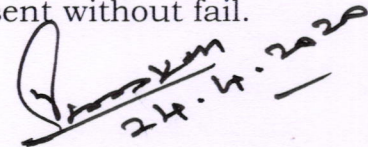
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A copy of the Office Memorandum vide F.No.11013/9/2014-Estt.A-III, dated 23.04.2020 of the Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi is forwarded herewith, which is self-explanatory.

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)

24.4.2020
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.

F. No. 11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-III Desk

North Block, New Delhi.
Dated the 23 April, 2020

OFFICE MEMORANDUM

Subject:- Preventive measures to contain the spread of COVID-19.

The undersigned is directed to refer to O.M of even number dated 17th March, 2020 on the above-mentioned subject. The Ministry of Home Affairs (MHA) vide its Order dated 15.4.2020 has now extended the nationwide lockdown till 3rd May, 2020 to contain spread of Coronavirus in the country and has issued the consolidated revised guidelines for strict compliance. Para 18(ii) of these consolidated revised guidelines, inter-alia, provide that all officers of the level of Deputy Secretaries & above are to function with 100% attendance while 33% of the remaining officers/staff are to attend offices as per requirement.

2. The spirit of the guidelines is that crowding in the offices may be avoided and safe social distancing norms may be maintained. It is, however, seen that in some Ministries/ Departments, more than 1/3rd of officials /staff below Deputy Secretary level are being called to offices. This might lead to undesirable crowding in the office jeopardizing the preventive measures in place for containing the spread of COVID-19.

3. It is reiterated that guidelines for attendance for officers/staff at levels below Deputy Secretary, be strictly followed. Heads of Departments (HoDs) may also direct their officers/staff to attend office in staggered timings to further avoid crowding in offices/work spaces. As suggested vide O.M. of even number dated 19th March, 2020, the staggered timings may be as follows :-

- (a) 9.00 a.m. to 5.30 p.m.
- (b) 9.30 a.m. to 6.00 p.m.
- (c) 10 a.m. to 6.30 p.m.

Suitable Roster may, accordingly, be drawn up by the Heads of Department. Needless to say that officials/staff working from home on a particular day should be available on telephone and electronic means of communications at all times. They should attend office, if called for any exigencies of work.

Umesh
23/4/2020

(Umesh Kumar Bhatia)
Deputy Secretary to the Govt. of India

To

1. All Ministries / Departments of the Government of India.
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary (Personnel)
5. PS to JS(L&A), DoPT
6. Sr. Technical Director, NIC, DoPT

// COPY //

S. Murugesan

(S. MURUGESAN)
SUPERINTENDENT (CCD)