

**Eastern Railway**  
**(Personnel Department)**  
17 N. S. Road, Kolkata - 700 001

Serial Circular No.38/2021

No. E.740/G/CPO/Coronavirus/Covid-19

Kolkata, Dated: 21/05/2021

**All Concerned**

(as per standard list)

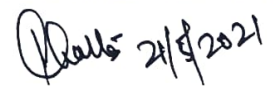
**Sub: Preventive measures to contain the spread of Noval  
Coronavirus (COVID-19) - Attendance of Central Government  
Officials - reg.**

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A copy of Ministry of Railways (Railway Board)' letter bearing no. E(G)2021/CL-4/3, dated 10/05/2021 together with its enclosures, containing DoP&T's OM dated 06/05/2021, is sent herewith for information and further necessary action. Board's earlier letter dated 05/05/2021 mentioned therein was circulated under this office serial no.36/2021.

DA: As above.

Ar :  
(Anjan Ray)  
Chief Personnel Officer/G

 21/5/2021

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

No. E(G) 2021/CL-4/3

New Delhi dated 10/05/2021

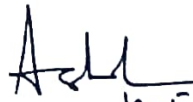
The General Managers,  
All Indian Railways & Production Units,  
GMs/NF Railway  
(Cons/CORE/Allahabad/Metro Railway, Kolkata.  
DG/RDSO, DG/NAIR.


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

**Ref: Board's letter No. E(G)2021/CL-4/3 dated 05/05/2021.**

In continuation of Board's letter referred above, please find enclosed a copy of Office Memorandum No. 11013/9/2014-Estt.A III dated 06/05/2021 issued by Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) on the above noted subject, for information and compliance.

**DA: As above.**

  
10-5-2021  
(Ashok Kumar Yadav)  
Dy. Director Establishment(G)-I  
Railway Board

  
11/05/21

016  
Please Issue. (2014-2015)  
Dy. Dir  
11/05/2021

F.No.11013/9/2014-Estt.A.III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

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North Block, New Delhi  
Dated the 6<sup>th</sup> May, 2021

OFFICE MEMORANDUM

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

In partial modification of this Department's OM of even number dated the 3<sup>rd</sup> May, 2021 on the above-mentioned subject, it has been decided as under :-

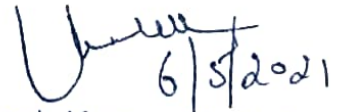
- (i) Secretaries of the Ministries/Departments and Heads of Department of Attached & Subordinate Offices are mandated to regulate the attendance of its employees, at all levels, keeping in view the COVID positive cases in the office and the functional requirement.
- (ii) Persons with Disabilities and Pregnant Women employees may be exempted from attending office, but they shall continue to work from home.
- (iii) The officers/staff shall follow staggered timings to avoid overcrowding in offices/workplaces as decided by the Heads of Department.
- (iv) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified. These officers/staff who are residing in the Containment Zone shall work from home and shall be available on telephone and electronic means of communications at all times.

  
6/5/21



- (v) All officials who attend office shall strictly follow Covid-appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent hand-washing with soap and water.
- (vi) Crowding in lifts, staircases , corridors, common areas, including refreshment kiosk and parking areas is to be strictly voided.
- (vii) Meetings, as far as possible, may continue to be conducted with video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (viii) In compliance of OM of even number dated 22.4.2021, all employees of the age of 18 years and above, are advised to get themselves vaccinated.
- (ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces, may be ensured.
- (x) Biometric attendance shall continue to be suspended until further orders.

2. The above instructions shall be in force with immediate effect till 31<sup>st</sup> May, 2021 or until further orders, whichever earlier.



(Umesh Kumar Bhatia)

Deputy Secretary to the Govt. of India

To

1. All the Ministries/Departments, Government of India
2. PMO/Cabinet Secretariat
3. PS to Hon'ble MOS(PP)
4. PSO to Secretary(Personnel)
5. Sr. Tech. Dir., NIC, DoP&T – for uploading.