

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

No.E.740/G/PCPO/Coronavirus/COVID-19

Kolkata, Dated: 25 /02/2021

AGM/CAO(Con)/PFA/SDGM/PCOM/PCME/PCEE
PCMM/PCSTE/PCE/PCMD/PCCM/PCSO

Divisional Railway Managers
HWH/SDAH/ASN/MLDT
Eastern Railway

Chief Works Managers
KPA/JMP/LLH
Eastern Railway

All CPOs/Dy.CPO/SPOs, E. Rly. Kolkata

Sub: Preventive measures to contain the spread of COVID-19 – Attendance of Central Govt. Officials – reg.

Ref: This office letter of even number dated 10/06/2020.

A copy of Railway Board's letter no.2021/E(LL)/HER/3, dated 15/02/2021 along with its enclosure, containing DoP&T's OM No. 11013/9/2014-Estt.A.III, dated 13/02/2021 on the above cited subject, is enclosed for information and further necessary action. The salient points of the said OM are as under:

- (a) The Govt./Railway servants at all levels are to attend office on all working days without any exemption to any category of employees.
- (b) The officers/staff shall follow staggered timings to avoid over-crowding in offices/workplaces as decided by the Heads of Department.
- (c) All officers/staff residing in the containment zone shall be exempted from coming 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.
- (d) Biometric attendance shall continue to be suspended until further orders.
- (e) 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.

2. In view of stipulation of (b) above, it has been decided that office timings pertaining to this office may be staggered as under:

- (a) 9.00 am to 5.30 pm
- (b) 9.30 am to 6.00 pm
- (c) 10.00 am to 6.30 pm
- (d) 10.30 am to 7.00 pm

3. Further, respective Controlling Officers may decide in extending exemption stipulated in para (c) above, to officials residing in the Containment Zones, as demarcated by the State Government.

4. This issues with the approval of PCPO.

Encl.: As above.



(Anjan Ray)

Chief Personnel Officer/G
Phone No.:24104 (Rly.)

Copy to:

GS/ERMU, GS/ERMC, President/AIOBCREA/ER and Zonal Secretary/AISCSTREA/ER.

Encl.: As above.



Chief Personnel Officer/G

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

Central Registry / E. Rly
Date of receipt
Serial No. 19/1872

19 FEB 2021

193

No.2021/E(LL)/HER/3

New Delhi, dated 15.02.2021

The General Managers,
All Zonal Railways. PUs etc.
including Metro Railway, Kolkata.

- Sub:** Preventive measures to contain the spread of Novel Corona Virus (COVID-19)- Attendance of Central Government Officials- regarding.
- Ref:** Railway Board's letters of even No. dated 22.03.2020, 27.03.2020, 22.09.2020 & 02.02.2021.

In continuation to Railway Board's letters referred to above, please find enclosed a copy of OM No. 11013/9/2014-Estt. A- III dated 13.02.2021 issued by Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions regarding preventive measures to contain the spread of Novel Corona Virus (COVID-19) and ensuring attendance of Central Government Officials.

All Railway Administrations are directed to implement these instructions in letter & spirit.

DA: As above

Manju
(Ms. Manju)
Director Estt. (LL)
Railway Board.

PCPO

18/02

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

North Block, New Delhi
Dated the 13th February, 2021

OFFICE MEMORANDUM

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

The undersigned is directed to refer to OM of even number dated the 7th October, 2020 whereby orders regulating the attendance of Central Government employees were issued.

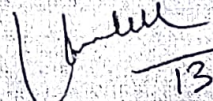
2. Ministry of Home Affairs has issued detailed guidelines on containment of COVID-19 on 27th January, 2021, in order to maintain caution and to strictly follow the prescribed containment strategy, focussed on surveillance, containment, caution and strict observance of the guidelines. In view of this, the matter has now been re-considered and it has been decided as under :-

- (a) The Government servants at all levels are to attend office on all working days without any exemption to any category of employees.
- (b) The officers/staff shall follow staggered timings to avoid over-crowding in offices/workplaces as decided by the Heads of Department.
- (c) 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.
- (e) Biometric attendance shall continue to be suspended until further orders.

- (f) 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.

3. A Standard Operating Procedure (SoP) on preventive measures to contain spread of COVID-19 in offices, issued by the Ministry of Health & Family Welfare on 13.2.2021, is also available at <https://www.mohfw.gov.in/pdf/SOPonpreventivemeasurestocontainspreadofCOVID19inoffices.pdf>. All Ministries/Departments/Offices as well as the Central Government employees are directed to ensure strict compliance of instructions issued by MHA, Ministry of Health & Family Welfare and DoP&T, from time to time, on regular sanitization/cleaning of workplaces, maintenance of social distancing norms, wearing of masks and health & hygiene practices etc.

4. The above instructions shall be in force with immediate effect until further orders.


13/2/2021
(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 Information