

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

Serial Circular No.43/2021

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

Kolkata, Dated: 28/06/2021

All Concerned

(as per standard list)

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

A copy of Ministry of Railways (Railway Board)' letter bearing no. E(G)2021/CL-4/3, dated 18/06/2021 together with its enclosures, containing DoP&T's OM dated 14/06/2021, is sent herewith for information and further necessary action. Board's earlier letter dated 10/05/21 mentioned therein was circulated under this office serial no.38/2021. A copy of Board's another letter dated 02/06/2021 mentioned therein is enclosed for ready reference.

DA: As above.

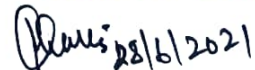


(Pallavi Goswami)

Dy. Chief Personnel Officer/HQ

For Pr. Chief Personnel Officer

Phone No. 24106(Rly.)



GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

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

New Delhi dated 18/06/2021

✓ 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 02/06/2021 &
10/05/2021.

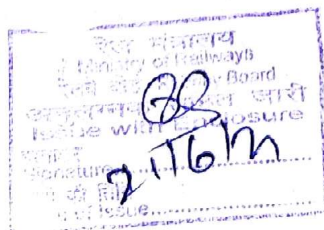
In continuation of Board's letters referred above, please find enclosed a copy of Office Memorandum No. 11013/9/2014-Estt.A III dated 14/06/2021 issued by Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) on the above noted subject, for information and compliance.

DA: As above.

Ashok
18-06-2021

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

o/c



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GMS/NF/Rail

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

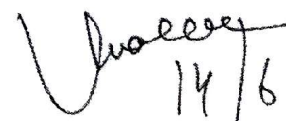
North Block, New Delhi
Dated the 14th June, 2021

OFFICE MEMORANDUM

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

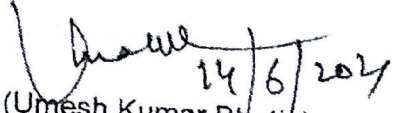
The undersigned is directed to refer this Department's OMs of even number dated the 6th May, 2021 and 28th May, 2021, mandating the Secretaries/HoDs of the Ministries/Departments/Offices to regulate the attendance of their staff, keeping in view the COVID-positive cases and functional requirements in their offices. These orders are currently in operation till 15th June, 2021 or until further orders, whichever is earlier. In view of the fact that number of COVID cases and positivity rate have reduced considerably, the matter has been considered again and decided as under :-

- (i) All Government servants at the level of Under Secretary and above to attend office on all working days.
- (ii) As regards Government servants of the level below Under Secretaries, 50% of such officials shall attend office on any working day and the remaining 50% shall work from home.
- (iii) Persons with Disabilities and Pregnant women employees shall continue to be exempted from attending office but are required to work from home till further orders.
- (iv) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicted below:
 - (a) 9.00 A.M. to 5.30. P.M.
 - (b) 9.30 AM to 6.00 PM
 - (c) 10.00 A.M. to 6.30 P.M.


14/6/2021

- (v) All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
- (vi) Those officers/ staff who are not attending office shall work from home and they should be available on telephone and other electronic means of communication at all times.
- (vii) Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (viii) All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times and any laxity in this regard shall be viewed very seriously.
- (ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

2. All Ministries/ Departments / Offices as well as the Central Government employees are directed to ensure strict compliance of instructions on Covid A ppropriate Behavior issued by MHA, MoH&FW and DoP&T from time to time. The above instructions shall be in force w.e.f. 16-06-2021 until 30-06-2021, or until further orders, whichever is earlier. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.


 (Umesh Kumar Bhatia)
 Deputy Secretary to the Government of India
 Tel 2309 4471

To

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

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

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

New Delhi dated 2/06/2021

**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 10/05/2021.

In continuation of Board's letter referred above, please find enclosed a copy of Office Memorandum No. 11013/9/2014-Estt.A III dated 28/05/2021 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.


(Anita Gautam)
Director Establishment(Genl.)
Railway Board

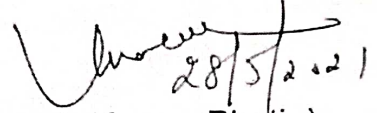
F.No.11013/9/2014-Estt.A.III
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi
Dated the 28th May, 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 this Department's OM of even number dated the 6th May, 2021 whereby the instructions regulating the attendance of Central Government employees till 31st May, 2021 were issued. It has been decided to extend the existing arrangement of attendance of Central Government employees till 15th June, 2021 or until further orders, whichever is earlier.


28/5/2021

(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 uploading.