

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

Serial Circular No.97/2021

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

Kolkata, Dated: 11/11/2021

All Concerned

(as per standard list)

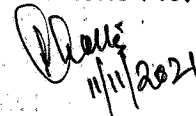
**Sub: Preventive measure to contain the spread of Novel
Coronavirus (COVID-19) - Resumption of Biometric
Attendance regarding**

A copy of Ministry of Railways (Railway Board)' letter bearing no. E(G)2021/CL-4/3, dated 03/11/2021 is sent herewith along with its enclosures for information and compliance. Board's earlier letters dated 05/05/21, 10/05/2021 and 02/06/21 mentioned therein were circulated under this office serial nos. 36/2021, 38/2021 and 43/2021 respectively. A copy of Board's letter dated 09/03/2020 is enclosed for ready reference.

DA: As above.


(Pallavi Goswami)

Dy. Chief Personnel Officer/HQ
For Pr. Chief Personnel Officer
Phone No. 24106(Rly.)


11/11/2021

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

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

New Delhi, Dated: 03.11.2021

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) - **Resumption of Biometric Attendance regarding.**

Ref: (i) Board's letter No. E(G)2017/LE 1-34 dated. 09.03.2020.

(ii) Board's letter No. E(G)2021/CL-4/3 dated 02/06/2021,
10/05/2021 & 05/05/2021.

In continuation of Board's letters referred above, please find enclosed a copy of Office Memorandum No. 11013/9/2014-Estt.A-III dated 01.11.2021 issued by Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) on the above noted subject, for information and strict compliance.

DA: As above.


03-11-2021
(Ashok Kumar Yadav)
Dy. Director Estt.(General)-I
Railway Board

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 1st November, 2021

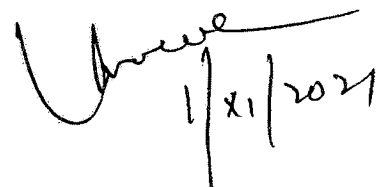
OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Resumption of Biometric attendance regarding.

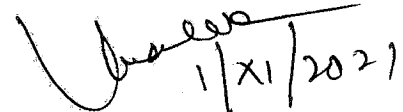
The undersigned is directed to refer to this Department's O.M. of even number dated 14.06.2021, whereby instructions regulating the attendance of Central Government employees with reduced staff, staggered timings and exemption to certain categories of employees from attending offices, which were in force up to 30.06.2021, were issued. It was also provided in the said OM dated 14.6.2021 that the biometric attendance would continue to remain suspended and physical attendance registers maintained until further orders.

2. The matter has since been reviewed and it has been decided to resume biometric attendance for all levels of employees, with effect from Monday the 8th November, 2021. It shall be the responsibility of Heads of Department to ensure that :-

- (a) Sanitizers are mandatorily placed beside biometric machines and all employees sanitize their hands before and after marking of attendance.
- (b) Physical distancing of six feet must be maintained by all employees while marking their attendance. If required, additional biometric attendance machines may be installed to avoid overcrowding;
- (c) All employees shall be required to wear mask/face covers, at all times, including while waiting to mark their attendance;
- (d) As far as possible, designated personnel should be deployed near biometric stations to clean/wipe the touchpad/scanner areas of biometric scanners frequently. Such personnel will also guide employees to maintain COVID appropriate behavior while in queue;


1/11/2021

- (e) As far as possible, adequate number of biometric stations should be placed in an outside/open air environment. If indoor, adequate natural ventilation must be maintained; and
- (f) All offices shall undertake orientation of the employees on precautions to be followed.
- (g) Meetings, as far as possible, shall continue to be conducted on video-conferencing and personal meetings with visitors, unless necessary in public interest, are to be avoided.
- (h) All officers/staff shall strictly follow the COVID-appropriate behavior, at all times, in offices.


1/XI/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, Director, NIC, DoP&T – for uploading.

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

No. E(G)2017/LE 1-34

New Delhi, Dated: 09.03.2020

The General Managers,
All Zonal Railways,
Production Units/
Public Sector Undertakings
CORE, METRO & RDSO.

**Sub: Exemption to employees to mark Biometric Attendance in Aadhar
Based Biometric Attendance System(AEBAS)-reg.**

A copy of DOP&T's Office Memorandum No. C-13014/1/2020 Vig dated 06.03.2020 on the above noted subject, is sent herewith for information and compliance.

Please acknowledge receipt.

DA: As above.


9/3/20
(Anita Gautam)
Director Estt.(General)
Railway Board

SM/90

F.No.C-13014/1/2020-Vig.
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi
Dated: 06/03/2020

OFFICE MEMORANDUM

Subject: Exemption to employees to mark biometric attendance in Aadhar Based Biometric Attendance System(AEBAS) - reg.

Though only a small number of novel coronavirus(COVID-19) cases are reported in our country but keeping in view the nature of virus, it is a must to take all possible preventive measures to stop spread of virus.

2. It is learnt that most common method of transmission of virus seems to be through infected surfaces. Therefore, it is desirable to avoid touching surfaces, which might be infected due to human touch.

3. In view of the above, all the Ministries/Departments are requested to exempt their employees to mark biometric attendance in Aadhar Based Biometric Attendance System(AEBAS) till 31st March, 2020. However, all the employees are required to mark their attendance in Attendance register, (as done prior to launch of biometric system), during this period.

(Ajay Kumar Singh)
Under Secretary to the Govt. of India
Ph: 23094579

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