

MOST IMMEDIATE

Government of India
Department of Atomic Energy
Secretariat Coordination Section

Anushakti Bhavan,
C.S.M Marg,
Mumbai - 400 001.

No.16/6/2020-SCS/COVI D-19

May 20, 2020

Circular

**Subject: Preventive measures to contain the spread of COVID-19 —
Attendance regarding.**

This Department has issued various orders based on the O.Ms issued by the Ministry of Home Affairs (MHA), New Delhi and Department of Personnel & Training (DoPT), New Delhi for strict implementation of guidelines on lockdown measures to prevent and contain the spread of COVID-19 from time to time. One such guideline inter-alia consists decision on regulation of attendance in Department of Atomic Energy.

2. In accordance with the National Directives for COVID-19 management and Additional Directives for Work Places prescribed in Annexure-II of MHA Order dated 17-05-2020, DoPT, New Delhi vide OM F.No.11013/9/2014-Estt.A.III dated 18.05.2020 (Copy enclosed) has now issued fresh instructions for regulating attendance in Central Government offices. All Constituent Units/Public Sector Undertakings/Aided Institutions located outside the State of Maharashtra are requested to comply with the new instructions w.e.f. 18-05-2020 in consonance with directives/guidelines issued by the respective State Governments/Union Territories/Local Authorities in this regard until further orders.

3. (a) Government of Maharashtra vide Order No. DMU/202/CR. 92/DisM-1 dated 19-05-2020 has issued new revised guidelines which shall be applicable with effect from 22-05-2020 till 31-05-2020 for containment of COVID-19 epidemic in the State. Accordingly, DAE and its Constituent Units/PSUs/Aided Institutions falling within the Municipal Corporations mentioned at Para 9 of the new revised guidelines which are identified as RED ZONES, shall continue to function as per the existing permitted norms i.e. with attendance limited to 5% of the total workforce in terms of Para 11(viii) depending upon work exigencies w.e.f. 22-05-2020 up to 31-05-2020 or further orders whichever is earlier.

(b) Special attention is drawn to Para 11 (iii), 11(v) and 11(iv) of GoM Order dated 19-05-2020 which now stipulates the activities which have been **permitted** to be carried out in RED ZONES viz. upkeep and maintenance of material/plant/machinery/furniture, pre-monsoon protection activities of property and

goods, industrial units, construction sites and pre-monsoon works etc. All Units/PSUs/Aided Institutions located in the State of Maharashtra are requested to make note of the permissions granted as above for necessary action.

4. DoPT vide OM no. 11013/9/2014-Estt.A.III dated 19-05-2020 (Copy enclosed) have further decided that, Government Servants who have underlying conditions (co-morbidities) and were undergoing treatment for such ailments before lockdown may as far as possible be exempted from roster duty upon production of Medical Certificate from the treating physician. Similarly, Persons with Disabilities and Pregnant Women may also not be included in the roster to be prepared. In pursuance of the above DoPT O.M. dated 19-05-2020, all Constituent Units/PSUs/Aided Institutions may as far as possible exempt employees with co-morbidities on production of Medical Certificate from treating CHSS Doctor or AMA as the case maybe.

5. The instructions issued by this Department from time to time with regards to Staff identified for "Essential Services" shall also be borne in mind while drawing up duty rosters of the staff.

6. This issues with the approval of Competent Authority in the Department.

Encl: 4 Pages


(Sandeep S Deokar)
Under Secretary (SCS)

All Heads of Constituent Units /PSUs/ Aided Institutions of DAE

Copy also to:

1. All Administrative Heads of Units / PSUs/Aided Institutions of DAE
2. Under Secretary (Adm.), DAE — For further necessary action in respect of DAE Secretariat
3. Head, CISD, DAE — For uploading the above communication in DAE Website under SCS area.
4. All Officers and Sections in DAE Secretariat — through DARPAN
5. Secretary, Staff Side, DAE Departmental Council

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 18th May, 2020

OFFICE MEMORANDUM

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

The undersigned is directed to refer to OM of even number dated 23rd April, 2020 on the above-mentioned subject. Ministry of Home Affairs, vide its Order dated 17.5.2020, has since directed that lockdown measures to contain the spread of COVID-19 shall continue for a period up to 31.5.2020 and has prescribed guidelines on the measures to be taken by various authorities for containment of COVID -19 in the country.

2. In Annexure II of the guidelines, specific measures, in the form of National Directives for COVID-19 management and Additional directives for Work Places have been prescribed (copy enclosed). In accordance with these guidelines, and with a view to enabling implementation of social distancing norms, it has been decided that the attendance in Central Government offices shall be regulated as follows:

- (a) All officers of the level of Deputy Secretary and above shall attend office on all working days.
- (b) For regulating the attendance of officers and staff below the level of Deputy Secretary, all Heads of the Department shall prepare a roster so as to ensure that 50 percent of officers and staff attend office on every alternate day. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.

- (C) All Heads of the Department shall also ensure that the 50 percent of officers and staff who attend office observe staggered timings, as under:-

1st shift: 9 AM to 5.30 PM
2nd shift: 9.30 AM to 6 PM
3rd shift: 10 AM to 6.30 PM

3. The above instructions shall be in force with immediate effect and until further orders. Bio-metric attendance shall continue to be suspended until further orders. The Heads of the Department may kindly ensure strict compliance of these instructions as well as the directives of Ministry of Home Affairs.

Encl.: As above.


18/5/2020

(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, DoPT
- } For Information

National Directives for COVID 19 Management

- i. Wearing of face cover is compulsory in all public and work places.
- ii. Spitting in public & work places shall be punishable with fine, as may be prescribed in accordance with its laws, rules or regulations by the State/ UT local authority.
- iii. Social distancing shall be followed by all persons in public places and in transport.
- iv. Marriage related gathering shall ensure social distancing, and the maximum number of guests allowed shall not be more than 50.
- v. Funeral/ last rites related gathering shall ensure social distancing, and the maximum numbers allowed shall not be more than 20.
- vi. Consumption of liquor, *paan*, *gutka*, tobacco etc. in public places is not allowed.
- vii. Shops will ensure minimum six feet distance (*2 gaz ki doori*) among customers and shall not allow more than 5 persons at the shop.

Additional directives for Work Places

- viii. As far as possible, the practice of work from home should be followed.
- ix. Staggering of work/ business hours shall be followed in offices, work places, shops, markets and industrial & commercial establishments.
- x. Provision for thermal scanning, hand wash and sanitizer will be made at all entry and exit points and common areas.
- xi. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
- xii. All persons in charge of work places shall ensure social distancing through adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.

A handwritten signature in black ink, appearing to be 'S. S. S. S. S.' with a large initial 'S' at the start.

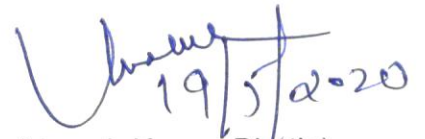
F.No.11013/9/2014-Estt.A.III
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi
Dated the 19th May, 2020

OFFICE MEMORANDUM

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

In continuation of this Ministry's O.M. of even number dated the 18th May, 2020, it has been decided that the Government servants who have underlying conditions (co-morbidities) and were undergoing treatment for these ailments before lockdown, may, as far as possible, be exempted from roster duty upon production of medical prescription from treating physician under CGHS/CS(MA) Rules, as applicable. Similarly, Persons with Disabilities and Pregnant Women may also not be included in the roster to be prepared.



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

To

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