

A-60019/12/2020-Admn/  
Government of India  
Ministry of Electronics & Information Technology  
National Informatics Centre  
A-Block, CGO Complex, Lodhi Road, New Delhi – 110 003.

Dated: 04.06.2021

**Office Memorandum**

**Subject: Attendance protocol at NIC – regarding**

The undersigned is directed to refer to the OMs of even number dated 23.04.2021 and 11.05.2021 on the subject cited above and to inform that keeping in view the essential nature of services rendered by NIC and the present condition of pandemic, it has been decided that **HoGs/SIOs/HoDs shall ensure essential services of NIC by normal attendance of all employees of NIC** subject to the following conditions.

2. The officers/staff shall follow the staggered timings to avoid the overcrowding in office/workplace with the approval of HoD/HoG concerned.

From 9.00 am to 5.30 pm  
From 9.30 am to 6.00 pm  
From 10.00 am to 6.30 pm

3. SIOs shall work out staggered timings for the State/District Centres in line with the office timings followed in the State. Further, they may, while following these guidelines, make adjustment locally in order to ensure that instructions issued by the State Government as part of fight against the spread of the Covid-19, are also followed.

4. All employees are to ensure strict compliance of instructions on Covid-appropriate behaviour issued by MHA, MoH&FW and DoP&T from time to time. Employees are also advised to wear facemask at workplace.

5. Movement of files/documents shall be made through e-file/e-receipt as far as possible.

6. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.

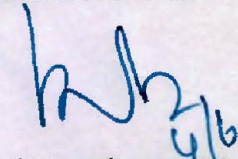
7. Thermal scanning linked to ArogyaSetu App shall continue to be done before entry into office by all officers/staff including outsourced and contract manpower.

8. All employees are advised to get themselves vaccinated on top priority. NICHQ has re-started the process of organising Vaccination Camp at office which may be used by those who have not got vaccinated so far.



9. Similarly, SIOs, NIC State/UT Centres may arrange vaccination camp for the benefit of staff in the State.

10. This issues with the approval of competent authority and will come into force immediately and until further orders.



(Manoharan R)  
Joint Director(Admn)

To  
All the Officers/Staff of NIC through DigitalNIC.

Copy to:

All SIOs/HoGs/HoDs  
DDG(A)/DDG(Pers)/DDG(CGS), NIC, New Delhi.  
O/o. DG, NIC, New Delhi