No. 2020/E(LLL)/HER/3                                                        New Delhi, Dated 22.03.2020

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

Sub.: Preventive measures to contain the spread of COVID-19.


.....

In supersession of Board’s letter referred above, please find enclosed a copy of OM dated 22.03.2020 of Department of Personnel and Training, Ministry of Personnel, Public Grievances & Pensions regarding preventive measures to be taken to contain the spread of COVID-19.

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

DA: As above

(Alok Kumar)
Executive Director Estt(IR)
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 22.03.2020

OFFICE MEMORANDUM

SUB: Preventive measures to contain the spread of COVID -19

In supersession of this Department's OM of even no. dated 19.03.2020 and
20.03.2020, the following further instructions are issued:

(i) Heads of Department (HoDs) may draw up a Roster of Staff (all officers and
employees, including consultants/ contract and outsourced employees), who are
required to render essential services within each Department. They alone may be
asked to attend office from 23rd March until 31st March 2020. In other words, the
Office should function with skeletal staff. Officials who are working from home should
be available on telephone and electronic means of communication at all times. They
should attend Office if called for, in case of any exigencies of work.

(ii) Similar instructions should be issued to Attached/Subordinate Offices,
Autonomous/Statutory Bodies.

(iii) The Department of Financial Services (DFS) and Department of Public
Enterprises (DPE) may issue similar instructions regarding Financial Institutions and
Public Sector Undertakings.

(iv) These instructions shall not apply to the Officers and employees engaged in
essential/emergency services and those directly engaged in taking measures to
control spread of COVID 19.

2. These instructions shall be applicable with immediate effect.

Additional Secretary to the Government of India.

To

1. All the Ministries and Departments of Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Technical Director. NIC, DoPT