

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

Office Order No. 30 of 2020

Sub: Reporting of Officials in Board's Office during lockdown period

Enclosed is a copy of DOP&T's OM No.11013/9/2014-Esttt.A-III dated 23.04.2020 regarding attendance of Officers/Staff during the lockdown period.

2. Attention in this connection is invited to para 3 of Office Order No. 25 of 2020 and also para 2 of DOP&T's enclosed OM for following the extant instructions in letter and spirit. While preparing the roster/asking Officials below Deputy Secretary level for reporting to Office, the guiding principle should be that only upto 33% Officials and depending on the requirement be called for working from Office and all others who are not being called at Office or are residing at Containment Zones should work from home and be available at all times on Mobile phones and other Electronic means of Communications. Officials below Deputy Secretary level should not regularly be called to avoid crowding in the Office, except in case of exigencies of work.

3. Further, Officials may be called at staggered timings as stated in para 3 of the enclosed DOPT's OM.

4. Based on above, if required, separate rosters may be prepared by all controlling Head of the Directorates (PEDs & EDs).

No. 2020/O&M/9/1

Dated:- 24.04.2020



(B. Majumdar)

Joint Secretary/Railway Board

All Officers and Staff of Board's Office/Metro Bhawan, Pragati Maidan and at Dayabasti, New Delhi

Copy to:-

PEDs & EDs (for revising the roster with staggered timings)

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

North Block, New Delhi.
Dated the 23 April, 2020

OFFICE MEMORANDUM

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

The undersigned is directed to refer to O.M of even number dated 17th March, 2020 on the above-mentioned subject. The Ministry of Home Affairs (MHA) vide its Order dated 15.4.2020 has now extended the nationwide lockdown till 3rd May, 2020 to contain spread of Coronavirus in the country and has issued the consolidated revised guidelines for strict compliance. Para 18(ii) of these consolidated revised guidelines, inter-alia, provide that all officers of the level of Deputy Secretaries & above are to function with 100% attendance while 33% of the remaining officers/staff are to attend offices as per requirement.

2. The spirit of the guidelines is that crowding in the offices may be avoided and safe social distancing norms may be maintained. It is, however, seen that in some Ministries/ Departments, more than 1/3rd of officials /staff below Deputy Secretary level are being called to offices. This might lead to undesirable crowding in the office jeopardizing the preventive measures in place for containing the spread of COVID-19.

3. It is reiterated that guidelines for attendance for officers/staff at levels below Deputy Secretary, be strictly followed. Heads of Departments (HoDs) may also direct their officers/staff to attend office in staggered timings to further avoid crowding in offices/work spaces. As suggested vide O.M. of even number dated 19th March, 2020, the staggered timings may be as follows :-

- (a) 9.00 a.m. to 5.30 p.m.
- (b) 9.30 a.m. to 6.00 p.m.
- (c) 10 a.m. to 6.30 p.m.

Suitable Roster may, accordingly, be drawn up by the Heads of Department. Needless to say that officials/staff working from home on a particular day should be available on telephone and electronic means of communications at all times. They should attend office, if called for any exigencies of work.


23/4/2020

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

To

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