

**Bharat Sarkar/Government of India
Rail Mantralaya/Ministry of Railways
(Railway Board)**

C I R C U L A R

Sub: Preventive measures to contain the spread of COVID19

A copy of Office Memorandum No.11013/9/2014-Estt (A-III), dated 19-03-2020 issued by the Department of Personnel and Training regarding preventive measures to be taken to contain the spread of Coronavirus (COVID-19) is enclosed herewith for information and necessary action please.

2. All concerned HoDs of Branches/Directorates are requested to implement the above instructions in letter and spirit. While implementing the instructions, it may also be ensured that official work is not disturbed or affected.

3. Concerned Board Members may also be kept informed of the arrangements made by the Directorates in compliance with the instructions.

4. Action taken in the matter shall be advised to the undersigned on a regular basis

DA : As Above.

No.2020/G(Acc.)3/Maint./Misc-COVID-19
New Delhi, Dated: 19/03/2020.


(Manoj Kumar)
Director (GA)
Railway Board

Copy to:

1. PS/MR
2. PS/MoSR
3. PSOs/Sr. PPSs/PPSs/PSs to CRB, FC, MS, ME, MRS, MTR, M (MM) & M (S&T) Railway Board.
4. All officers of the level of ED & above.
5. AM/Staff for similar advice to Railways.
6. AM/P for similar advice to PSUs.

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-110001

Dated the 19th March, 2020

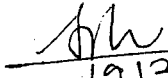
OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
 - (a) 9 AM to 5.30 PM
 - (b) 9.30 AM to 6 PM
 - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

- (iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (vi) These instructions **shall not apply** to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.
- (vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.


19/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India

To

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