

Bharat Sarkar/Government of India
Rail Mantralya/Ministry of Railways
(RAILWAY BOARD)

CIRCULAR

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

Department of Personnel & Training, vide their Office Memorandum No.11013/9/2014-Estt-(A-III) dated 22.3.2020 regarding preventive measures to be taken to contain the spread of Corona Virus (COVID-19) has, inter alia, directed that :

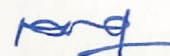
“Heads of Departments (HoDs) may draw up a Roster of Staff (all officers and employees, including consultants/contract and outsourced employees), who are required to render essential services within each Department. They alone may be asked to attend office from 23rd March until 31st March 2020. In other 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.”

2. Accordingly, the OM is forwarded herewith for information and necessary action, in supersession of Board's circular of even No. dated 19.3.2020.

3. All concerned HoDs of Branches/Directorates are requested to implement the above instruction in letter and spirit. Concerned Board Members may also be kept informed of the arrangements made by the Directorates in compliance with these instructions.

DA : as above

No.2020/G(Acc)3/Maint/Misc/COVID-19
New Delhi, dated 23.3.2020



(Manoj Kumar)
Director (GA)
Railway Board

Copy to :-

1. PS/MR
2. PS/MoSR
3. PSOs/Sr. PPSs/PSs to CRB, FC, MS, ME,, MRS, MTR, M(MM), M(S&T)
and Secretary 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

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

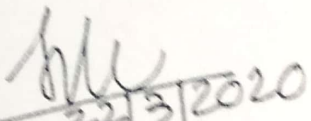
OFFICE MEMORANDUM

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.


(Sujata Chaturvedi)

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