

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

No. DGMG/COVID-19/2021.

Dated: 06.05.2021.

**Sub: Preventive measures to contain the spread of COVID-19 –
Attendance in Railway Offices.**

**Ref: 1. Railway Board's letter No.E(G)/2021/CL-4/3 dated
05.05.2021;
2. Office Memorandum dated 03.05.2021 issued by M/o
Personnel, Public Grievances and Pensions, Department of
Personnel and Training;
3. This office letter of even number dated 21.04.2021.**

A copy of Railway Board's letter quoted under reference (1) above and DoPT's OM quoted under reference (2) above on the subject matter is enclosed herewith for information and compliance please.

Other instructions issued for Covid protocol in offices as issued vide this office letter dated 21.04.2021 (reference 3 above) shall remain the same with validity up to 31.05.2021.

This issues with the approval of the Competent Authority.

(SANJAY GIRDHAR)
For General Manager (G)

All PHODs, All DRMs &
All Extra Divl. Heads,
Northern Rly.

Copy to:

1. Dy.GM & Secy. to GM – for kind information of GM.
2. Secy. to AGM – for kind information of AGM.

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. E(G)2021/CL-4 /3

New Delhi dated 05/05/2021


The General Managers,
All Zonal Railways, Production Units,
GMs/NF Railway(Cons)/CORE/Allahabad/
Metro Railway, Kolkata,
DG/RDSO, DG/NAIR.

**Sub: Preventive measures to contain the spread of Noval
Coronavirus (COVID-19)-Attendance of Central Government
officials- regarding.**

A copy of DOP&T's Office Memorandum No. 11013/9/2014- Estt.A-III dt.03.05.2021& 19.04.2021 and Office Memorandum No. 34-06/2020-DD-III dt. 04.05.2021 issued by Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities on the above noted subject, is sent herewith for information and compliance.

2. Ensure strict compliance of the instructions on COVID-appropriate behavior issued by MHA, MoH&FW and DOP&T , from time to time. Biometric attendance shall continue to be suspended and physical attendance register to be maintained until further orders.

DA : As above


05-05-2021
(Ashok. Kumar. Yadav)
Dy Director/Estt.(Genl)-I
Railway Board

No.34-06/2020-DD-III

Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities
Pt. Deendayal Antyodaya Bhawan CGO Complex, New Delhi

Dated: 4th May, 2021

OFFICE MEMORANDUM

Sub: - Exemption of Employees with Disabilities from roster duty due to COVID 19 situation- reg.

The undersigned is directed to say that D/o Personnel and Training on 19.04.2021 issued a circular exempting employees with disabilities from attending office and allowing them to work from home until 30.04.2021. Now, DoPT has extended the same upto 31.05.2021 vide their OM dated 03.05.2021.(Copy enclosed).

2. D/o Financial Services, D/o of Public Enterprises and Railway Board are requested to issue appropriate instructions to their organizations under their control for compliance of DOPT's instructions.



(K.V.S. Rao)

Director

Tel: 24362054

Encl: As Above

D/o Financial Services [Secretary (FS), email: secv-fs@nic.in]

D/o Public Enterprises [Secretary, email: secv-dpe@nic.in]

Railway Board [Chairman, email: crb@rb.railnet.gov.in]

F.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
Dated the 3rd May 2021

Office Memorandum

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID- 19)- Attendance of Central Government officials- Extension in Date of validity of guidelines -regarding.


Reference is invited to O.M. of even number, dated 19th April, 2021, vide which instructions/guidelines were issued for regulating attendance in Central Government offices so as to prevent the spread of Covid 19- cases. Since the situation has not yet improved to a desirable level, it has been decided, with the approval of the Competent Authority, that the validity of the O.M. may be extended up to 31st May, 2021 or until further orders, whichever is earlier. The instructions/guidelines are reiterated below for strict compliance by all Ministries/Departments/Offices of the Central Government:

- a) Physical attendance of the officers of the level of Under Secretary or equivalent and below be restricted to 50% of the actual strength. Secretary/HoD may regulate the attendance of officials and may on administrative grounds, direct more officials to attend office. A roster may be prepared, accordingly.
- b) All officers of the level of Deputy Secretary/equivalent and above are to attend office on regular basis.
- c) The officers/staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
 - 9.00 A.M. to 5.30 P.M.
 - 9.30 AM to 6.00 PM
 - 10.00 A.M. to 6.30 P.M.
- d) All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
- e) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.

- f) Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.
- g) All officials who attend office shall strictly follow Covid-appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- h) Crowding in lifts, staircases, corridors, common areas, including refreshment kiosk and parking areas is to be strictly avoided.
- i) Meetings, as far as possible, to be conducted through video-conferencing.
- j) Entry of outsiders/visitors to be curtailed appropriately.
- k) In compliance of Om of even number, dated 22.4.2021, all employees of the age of 18 years and above, are advised to get themselves vaccinated.
- l) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.

2. All Ministries/Departments/Offices as well as the Central Government employees may ensure strict compliance of the instructions on Covid-appropriate behaviour issued by MHA, MoH&FW and DoP&T, from time to time. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.

3. These guidelines shall be effective from the 1st of May, 2021


 (S.P. Pant)

Deputy Secretary to Government of India

Tel 23093074

To

- 1. All the Ministries/Departments, Government of India
- 2. PMO/Cabinet Secretariat
- 3. Director (Canteen), DoPT
- 4. PS to Hon'ble MoS(PP)
- 5. PSO to Secretary (Personnel)
- 6. Sr. Tech. Director, NIC, DoP&T- for uploading on website.

F.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
Dated the 19th April, 2021

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Attendance of Central Government officials-regarding

In view of the unprecedented rise in the numbers of Covid-19 cases, and to take measures to prevent its spread, the following instructions / guidelines are issued for strict compliance by all Ministries/Departments/Offices of the Central Government : -

- a. Physical attendance of the officers of the level of Under Secretary or equivalent and below to be restricted to 50% of the actual strength. Secretary/HOD may regulate the attendance of officials and may, on administrative grounds, direct more officials to attend office. A roster may be prepared accordingly.
- b. All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.
- c. The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
 - 9.00 A.M. to 5.30. P.M.
 - 9.30 AM to 6.00 PM
 - 10.00 A.M. to 6.30 P.M.
- d. All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
- e. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- f. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.
- g. All officials who attend office shall strictly follow Covid-appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- h. Crowding in lifts, staircases, corridors, common areas including refreshment

NORTHERN RAILWAY

Headquarter Office
Baroda House
New Delhi

No. DGMG/COVID-19/2021

21.4.2021

Sub: Preventive measures to contain the spread of COVID-19 – Attendance in Railway offices

Ref: 1. This office letter no. DGMG/COVID-19/2020 dtd. 11.4.2021
2. Office Memorandum dtd. 19.4.2021 issued by Min. of Personnel, Public Grievances and Pensions Department of Personnel and Training. (copy enclosed- Annexure-A)
3. Director/GA/Railway Board's Office Order No. 22 of 2021 issued vide no. 2021/O&M/9/1 dtd. 20.4.2021 (copy enclosed- Annexure-B).

Vide above quoted reference no. 2 & 3, DOP&T and Railway Board have issued fresh instructions/guidelines with regard to attendance in offices for compliance.

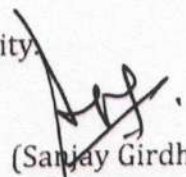
Accordingly all PHODs/DRMs/Extra divisional officers shall review and restrict the attendance of employees working under their control within the broad framework of instructions guidelines issued by DOPT. While reviewing so, respective head shall ensure that work in office may not suffer in any way.

All officers/staff shall strictly follow Covid appropriate behavior as brought out from time to time by MHA, MoH&FW and DOP&T like wearing of masks at all times, social distancing, use of sanitizers, Avoiding crowd at common areas and frequent hand washing with soap and water, meetings through video conferencing, etc. Further, all employees of the age of 45 years and above are advised to get themselves vaccinated.

The above arrangement for attendance would continue till 30th April, 2021 or further orders whichever is earlier.

This is issued with the approval of the competent authority.

DA: As above


(Sanjay Girdhar)
for General Manager (G)

All PHODs

All DRMs

All Extra Divisional Incharges

Copy to:

Dy.GM & Secy. to GM – for kind information of GM

Secy. to AGM – for kind information of AGM