DOP&T vide their O.M. dated 22.03.2020 has directed that all offices should run with skeletal staff from 23rd March 2020 to 31st March 2020, who are required to render essential services within each Department.

Hence, in supersession of all previous orders issued by the department to regulate the attendance of staff in office due to COVID-19, following orders are being issued for strict compliance:

(a) All Scientists C, D, E and F will be working from home from 23rd March 2020 to 31st March 2020 but will always be available on phone and can be called to office in case of any exigency.

(b) All Scientists G should be in touch with Secretary, MoES through his office and should come to office to clear the pendency, if any. Scientist can decide as to which scientist working under them is required in office.

(c) All Scientists should decide about the project staff and or other staff required in office. Rest will be working from home during this period.

(d) AS&FA will decide about the requirement of presence of any Director / DS or US or other staff in office in IFD.

(e) JS(Esst) will decide about the requirement of presence of any Director/DS or US in office in areas other than IFD.

(f) Director (GA)/HOD, DS(Esst)/DS(IFD)/DS(VIG)/ DS(ICC) and PAO should decide about the requirement of staff to attend the office till 31st March 2020.

(g) Director (GA)/HOD will decide the requirement of MTS on rotation basis to attend office from 23rd March 2020 to 31st March 2020.

(h) It should be ensured by DS(Esst)/Director(GA) that the offices of Secretary, MoES, AS&FA and JS(Esst) and also the Scientists that are attending office are in the state of unhindered operation.

(i) The housekeeping outsourced staff should be call to office on rotation basis as and when required till 31st March 2020. US(GA) may inform them accordingly.

(j) All meetings including GB, FC, task force etc will stand cancelled till 31st March 2020. Fresh dates may be announced at the later stage.

(k) All officials work will be through e-office and emails only.

(l) NIC officials will ensure presence of their staff so that various e-services are in the state of unhindered operation.
(m) All canteen services except the facility of tea will remain suspended till 31st March, 2020.

(n) As metro services have been suspended and also many adjoining areas around Delhi are in the lockdown state, the employees using Metro services to come to office need not be deputed for work unless and until there is some grave emergency.

(o) As public transport for work will be more or less in the non-operational mode, staff cares should be provided by Director(GA)/Protocol as and when required by officials.

It is being reiterated that all staff member who are not attending office and working from home should be available on phone and will need to come to office in case of any exigency.

These directions are being issued with the approval of Secretary, MoES and should be strictly complied with.

This order will be valid till 31st March 2020 or till further orders which may be the earlier.

Encl: DOPT O.M. dated 22.03.2020

(Dr. Viplav Chandra)
Joint Secretary to the Government of India

To

1. All officers and staff through notice board
2. Sr. PPS to Secretary, MoES
3. PPS to AS&FA
4. PPS to JS(Estt)
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