

**F.No.A-43011/2/2020-Estt.(HQ)**  
**Government of India**  
**Ministry of Fisheries, Animal Husbandry and Dairying**  
**Department of Animal Husbandry and Dairying**

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Krishi Bhavan, New Delhi – 110 001  
Dated the 12<sup>th</sup> April, 2021

**OFFICE MEMORANDUM**

**Subject: Preventive measures to contain the rising spread of COVID-19 - reg.**

The undersigned is directed to state that in view of a fresh surge in Covid-19 cases in the country, including Delhi and NCR, and to prevent the spread of Covid-19 in office, it has been decided that all Divisional Heads shall review and restrict the attendance of employees working under their control as per their judgment so as to ensure adequate distancing and adherence of COVID prevention measures issued by the Ministry of Home Affairs and Ministry of Health & Family Welfare without in any way affecting the work in Office. In this connection, the advisory issued by JS (GNS) vide OM dated 08.04.2021 is referred.

2. While no cap is being put to calling of officials to office at a time, the important consideration is safety, social distancing and completion of all the work in office. The officers may be called in office with staggered timings to avoid overcrowding as per functional requirement.

2.1 A copy of the roster of the officials as approved by the Divisional Heads may be shared with the Administration Division for information. The staff working from home should be available on telephone and other electronic means of communication.

2.2 Meetings, as far as feasible, shall be conducted on video-conferencing. No visitor/outsider should be allowed in the premises of DAHD located at Krishi Bhawan and Chandralok Building, to avoid any physical contact.

2.3 This arrangement shall continue till 30<sup>th</sup> April 2021 and will be reviewed thereafter.

3. All officers and staff of the age of 45 years and above may invariably get themselves vaccinated, as per medical condition, so as to effectively contain the spread of Covid-19.

4. Further, all officers and staff must ensure strict compliance of Covid appropriate behaviour viz. frequent washing of hands, use of sanitizers, wearing of masks, maintaining proper physical distancing in sections/office room even in corridors, avoiding group lunch, etc. at all times. Proper cleaning and frequent sanitization of the workplace must be ensured.

5. Cooperation of all is solicited in this regard.

  
(S.C. Srivastav)  
12/04/2021


Deputy Secretary to the Government of India  
Tele: 23389606

To,

1. AHC/ JS(OPC) /JS(VJ) JS(UB)/ JS (GNS)/ Advisor (Stat.). This is with reference to the SOM of today.
2. All officers and staff of Department of Animal Husbandry and Dairying.
3. DS (GC/PC/IT) (for uploading in the website of DAHD).
4. All Subordinates/Field Offices of DAHD for similar action in their offices [through administrative units concerned in headquarters under intimation to DS (Admn.I)]
5. Offices of Joint Secretaries (Admn.) of the Ministries/Departments, located at Krishi Bhawan, viz. DOAC/ Food & Public Distribution/ Rural Development/ ICAR/ Consumer Affairs, etc. It is requested to make coordinated efforts to restrict the movement of general public and visitors inside Krishi Bhawan to the extent feasible and ensure covid appropriate behavior primarily mask wearing, sanitizing, observing social distancing at all times including entry and exit with the help of local security and establishment of CISF.

Copy for Information to:

1. PS to Hon'ble Minister, MFAHD
2. PS to Hon'ble MOS (SKB), MFAHD
3. Sr. PPS to Secretary, AHD

  
12/04/2021  
(S.C. Srivastav)

Deputy Secretary to the Government of India  
Tele: 23389606