

A-43011/2/2019-Admn.I(Pt.2)
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying

Krishi Bhawan, New Delhi – 110 001
19/03/2020


OFFICE MEMORANDUM

Subject: Preventive measures to contain spread of Novel Coronavirus (COVID-19) - regarding.

The undersigned is directed to forward herewith self-explanatory DoPT's OM No.11013/9/2014-Estt.A.III dated 19.03.2020 on the above cited subject for strict compliance.

2. All Divisions/Sections/Units are directed to deploy with the approval of Divisional Heads, staff members as per DOP&T's instructions. Deployment Schedule/Roster in respect of Group-B and C staff may be furnished to Establishment (HQ) section by 20.03.2020 positively.
3. All Administrative units are requested to make similar arrangement in attached/subordinate offices under their administrative control.

Encl.: As above


(Rohit Tewari) 19/3/2020

Under Secretary to the Govt. of India
Tele: 23382779

To:

- i. PS to Hon'ble Minister (Fisheries, Animal Husbandry and Dairying).
- ii. PS to Hon'ble Minister of State (Fisheries, Animal Husbandry and Dairying).
- iii. Sr.PPS to Secretary, Department of Animal Husbandry and Dairying.
- iv. PPS to AHC, DAHD.
- v. PS to JS(GNS)/ JS(MKS)/ JS(OPC)/ JS(UB)/ Adviser(Stats).
- vi. All Directors/JCs/DSs/DCs/ACs/DDs/USs in D/o AHD.
- vii. US(Admn.III-LH)/ US(Admn.IV-C&DD)/ US(Admn.VI - NLM), for taking immediate action in respect of subordinate/field offices under their administrative control.
- viii. All Sections/Cells/Units in D/o AHD.
- ix. NIC, with a request to upload the same on the website of the Department.

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:-

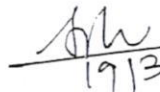
- (a) 9 AM to 5.30 PM
- (b) 9.30 AM to 6 PM
- (c) 10 AM to 6.30 PM

(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.

JC / Mumbai
DC / ...
PI / ...
proposal

19/3/20
Establishment
matter comes
under Admin-I
section
May phase II
U.S(A-I)
Chandra
(C. Sen)
19/3

- (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