

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण
विभाग
केंद्रीय जल आयोग



Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD & GR
Central Water Commission

Circular

Subject : Opening of office in view of COVID-19 Pandemic - reg.

Reference is drawn to Ministry of Home Affairs (MHA), Govt. of India, Order No. 40-3/2020-DM-I(A) dated 15.04.2020 (copy attached) vide which directions have been issued to all Ministries/ Departments of Government of India, State/Union Territory Governments and State/Union Territory Authorities through Consolidated Revised Guidelines for containment of COVID-19 in the country. Selected activities have been allowed w.e.f. 20.04.2020 (point 3 of the Consolidated Revised Guideline, with more specific details in paras 5-20). Para 18 of the Consolidated Revised Guideline states as follows:

18. Offices of the Government of India, its Autonomous / Subordinate offices will remain open as mentioned below

- i. *Defence, Central Armed Police Forces, Health and Family Welfare, Disaster management and Early Warning Agencies (IMD, INCOIS, SASE and National Centre of Seismology, **CWC**), National Informatics Centre (NIC), Food Corporation of India (FCI), NCC, Nehru Yuva Kendras (NYKs) and Customs to function without any restriction.*
- ii. *Other Ministries and Departments, and offices under their control, are to function at 100% attendance of Deputy Secretary and levels above that. remaining officers and staff to attend upto 33% as per requirement.*

In pursuance of the said order, it is hereby directed that all offices of CWC both CWC (HQ) and the field formations will open and officers and staff of CWC of all grades/rank will attend office from 20.04.2020 onwards. Attendance of the employees both at CWC (HQ) and in the field formations would be monitored by the respective Chief Engineers (CEs) at HQ and Field till resumption of Biometric Attendance System.

Keeping in view the fact that public transportation system will not be functional, the concerned CE's both at CWC Hq and field offices may facilitate movement of officers and staff to the extent possible. Whereas all the officers of the level of Deputy Secretary and above have to come to office, in case of other officers and staff, the CE's may also allow them to work from their homes selectively ensuring that the works of urgent nature do not get affected, at all.

Further, the National Directives for Covid-19 management (Annexure-I of the aforesaid MHA Order No. 40-3/2020-DM-I(A) dated 15.04.2020) and the Standard Operating Procedure for Social Distancing for Offices, Workplace, Factories and

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Establishments (Annexure II of MHA Order No. 40-3/2020-DM-I(A) dated 15.04.2020) and any other directions issued in this regard from time to time shall be strictly followed and further action including issue of further orders as deemed necessary would be taken up by the concerned Chief Engineers for offices under their jurisdiction.

This issues with approval of Chairman, CWC.

(Rahul Ranbir Singh)

Director (Admin)

All Officers/Staff at CWC HQ through CWC website

Copy for kind information to:

1. PPS to Secretary, D/o WR, RD & GR, Ministry of Jal Shakti
2. PPS to Chairman, CWC
3. PPS to Member (WP&P) / Member (D&R) / Member (RM)
4. PPS to JS(A), D/o WR, RD & GR, Ministry of Jal Shakti
5. Chief Engineer, HRM, CWC
6. All Chief Engineers of CWC (HQ) / All Field Chief Engineers, CWC
7. Secretary, CWC
8. All SE (Coordn), Field Formations of CWC
9. Director, PCP, CWC (HQ)
10. Director (WP&P-Coordn) / Director (RMCD) / Director (D&R-Coordn)
11. Director, SMD, CWC (HQ) for uploading in CWC website