

O&M Section
Central Water Commission

3rd Floor (S), Sewa Bhawan,
R.K. Puram, New Delhi-110066

OFFICE MEMORANDUM

Subject:- Preventive measure to be taken to contain the spread of Novel Coronavirus (COVID-19)-
Attendance regarding.

A copy of DoPT's OM. No. 11013/9/2014-Estt.A.III dated 18th May, 2020 on the subject matter is enclosed for the information of all officials of Central Water Commission with the following directions:-

- a. It has been observed that some of the officers of the rank of Deputy Secretary and above are not attending office regularly as per instructions of DoPT. This has been viewed very seriously by the top Administration of CWC. It is reiterated that all officers of the level of Deputy Secretary and above irrespective of their place of posting shall attend office on all working days invariably. If however not able to attend office due to certain reasons, officers must get their leave applications approved by their respective controlling officers before proceeding on leave. Further, in case of any officer has to work from home due to certain exceptional circumstances approval of Chairman, CWC is mandatory before proceeding on work from home. It is warned that officers not complying with the above will be liable for disciplinary action as per extant provisions.
- b. In case of offices connected with early warning, flood forecasting and other emergency services, all officers at all levels must attend office mandatorily on all working days or as per their prescribed schedules.
- c. In case of offices other than those at point (b) mentioned above, in CWC(HQ) Chief Engineers of various organizations shall also ensure that fifty percent of officers and staff below the level of Deputy Secretary attend the office on every alternative days. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.
- d. In field formations of CWC, roster of attendance for officers and staff below the level of Deputy Secretary will be decided by concerned Chief Engineer depending on the exigencies of work.

For enabling implementation of social distancing and prevention of spread of COVID 19 at work places, all instructions contained in DoPT / MHA OMs and their annexures need to be followed scrupulously.

This issues with the approval of Chairman, CWC.

Signature Not Verified
Digitally signed by SANJAY SINGH CHAUHAN
Date: 2020.05.26 11:50:50 IST

(Sanjay Singh Chauhan)
Under Secretary (O&M)
To (Through CWC web Portal):-

1. All officers and staff of CWC (H.Q), Sewa Bhawan, R.K. Puram, New Delhi.
2. All Chief Engineers and other officers/staff in the regional offices of CWC including NWA.

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 the 18th May, 2020

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – Attendance regarding.

The undersigned is directed to refer to OM of even number dated 23rd April, 2020 on the above-mentioned subject. Ministry of Home Affairs, vide its Order dated 17.5.2020, has since directed that lockdown measures to contain the spread of COVID-19 shall continue for a period up to 31.5.2020 and has prescribed guidelines on the measures to be taken by various authorities for containment of COVID -19 in the country.

2. In Annexure II of the guidelines, specific measures, in the form of National Directives for COVID-19 management and Additional directives for Work Places have been prescribed (copy enclosed). In accordance with these guidelines, and with a view to enabling implementation of social distancing norms, it has been decided that the attendance in Central Government offices shall be regulated as follows:

- (a) All officers of the level of Deputy Secretary and above shall attend office on all working days.
- (b) For regulating the attendance of officers and staff below the level of Deputy Secretary, all Heads of the Department shall prepare a roster so as to ensure that 50 percent of officers and staff attend office on every alternate day. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.

- (C) All Heads of the Department shall also ensure that the 50 percent of officers and staff who attend office observe staggered timings, as under:-

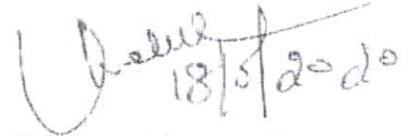
1st shift: 9 AM to 5.30 PM

2nd shift: 9.30 AM to 6 PM

3rd shift: 10 AM to 6.30 PM

3. The above instructions shall be in force with immediate effect and until further orders. Bio-metric attendance shall continue to be suspended until further orders. The Heads of the Department may kindly ensure strict compliance of these instructions as well as the directives of Ministry of Home Affairs.

Encl.: As above.


18/5/2020

(Umesha Kumar Bhatia)

Deputy Secretary to the Govt. of India

To

1. All the Ministries/Departments, Government of India
2. PMO/Cabinet Secretariat
3. PS to Hon'ble MOS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Tech. Dir., NIC, DoPT

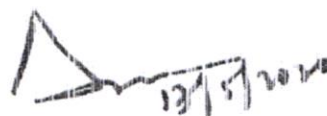
} For Information

National Directives for COVID 19 Management

- i. Wearing of face cover is compulsory in all public and work places.
- ii. Spitting in public & work places shall be punishable with fine, as may be prescribed in accordance with its laws, rules or regulations by the State/ UT local authority.
- iii. Social distancing shall be followed by all persons in public places and in transport.
- iv. Marriage related gathering shall ensure social distancing, and the maximum number of guests allowed shall not be more than 50.
- v. Funeral/ last rites related gathering shall ensure social distancing, and the maximum numbers allowed shall not be more than 20.
- vi. Consumption of liquor, *paan*, *gutka*, tobacco etc. in public places is not allowed.
- vii. Shops will ensure minimum six feet distance (2 gaz ki doori) among customers and shall not allow more than 5 persons at the shop.

Additional directives for Work Places

- viii. As far as possible, the practice of work from home should be followed.
- ix. Staggering of work/ business hours shall be followed in offices, work places, shops, markets and industrial & commercial establishments.
- x. Provision for thermal scanning, hand wash and sanitizer will be made at all entry and exit points and common areas.
- xi. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
- xii. All persons in charge of work places shall ensure social distancing through adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.


13/5/2020