

A-50013/38/2020-Admn.
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 17th July, 2020


OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of COVID-19 — Attendance regarding

In supersession to this Department's earlier Office Memorandum dated 17th June, 2020 on the subject cited above and as per the instructions of DoP&T communicated vide its OM No. 11013/9/2014-Estt. (A-III) dated 18th May, 2020, the undersigned is directed to say that the attendance in this Department shall be regulated as under:-

- i. All officers of the level of Deputy Secretary and above shall attend office on all working days.
 - ii. For regulating the attendance of officers and staff below the level of Deputy Secretary, all Division Heads shall prepare a roster so as to ensure that 50 percent of officers and staff attend office on every alternate day. However, those officers and 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 communication at all times.
 - iii. Decision regarding the attendance of personal staff of the officers shall be taken by the concerned officers taking in view the social distancing norms in the office.
3. All the instructions of Department of Personnel & Training, Ministry of Home Affairs and Ministry of Health and Family Welfare issued on this subject from time to time shall be strictly complied with.
4. The above is also applicable to all other organizations, whether attached offices, organizations, autonomous bodies etc. under the Department of Water Resources, RD & GR. Heads of all organizations are advised to adhere to the rules/regulations/guidelines issued by State Governments/ Local Authorities in this regard.

Encl: As above


(A.K. Kaushik)

Under Secretary to the Government of India

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To

1. All Wing Heads/ Division Heads/ Branch Heads/ Section In-charges/ Unit In-charges
2. Director (Coordination), D/o WR, RD & GR – for wide circulation amongst all Organizations.
3. For uploading on Intranet of the Department.

Copy to:

1. PS to Hon'ble Minister (Jal Shakti)
2. PS to Hon'ble Minister of State (Jal Shakti)
3. PPS to Secretary (WR, RD & GR)/ PS to DG(NMCG)/PPS to Additional Secretary (WR, RD & GR)/ Sr.PPS to ADG(MI Stats).
4. PPS to JS (Admn.)/ PPS to JS (IC & GW)/ PPS to JS & FA, DoWR, RD & GR