

I/81295/2022

URGENT
Government of India
Central Water Commission
(Estt-IX Section)

3rd Floor(S), Sewa Bhawan,
R.K.Puram, New-Delhi 110066
Dated, the 4 January, 2022

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of COVID-19 and suspension of biometric attendance-regarding.

In compliance to the Department of Personnel and Training's Office Memorandum No. 11013/9/2014-Estt.A-III dated 3.1.2022 on the above subject, it has been decided to take preventive measures for prevailing pandemic. Accordingly, following instructions/guidelines are issued for strict compliance with immediate effect, till 31.1.2022:

- a. To suspend the marking of biometric attendance in Adhar Based Biometric Attendance System with immediate effect till 31.1.2022. All employees are to mark their attendance in attendance register manually.
- b. Physical attendance of Govt. Servants below level of US shall be restricted to 50% of the actual strength and remaining 50% shall work from home and roster is to be prepared.
- c. All officers of level of Under Secretary and above are to attendance office on regular basis.
- d. Persons with Disabilities and Pregnant Woman employees shall be exempted from attending office, but are work from home.
- e. All officers/staff shall follow stagger timings to avoid over-crowding in offices.
- f. All officers/staff residing in containment zone shall be exempted from coming to office till containment zone is denotified.
- g. Those Officers and Staff who are not attending office on particular day and working from home, shall be available on telephone and other electronic means of communication at all times.
- h. Meetings, as far as possible, be conducted through video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- i. All officers/staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/sanitisation, wearing of mask/face cover, observing social distancing at all times.
- j. Proper cleaning and frequent sanitisation of workplace, particularly of the frequently

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touched surfaces may be ensured. HODs may ensure non-crowding in corridors, canteens etc.

2. A copy of the said order issued by Department of Personnel and Training is also enclosed for further necessary action by the concerned authorities.

Encl: A/A

Digitally Signed by
Ratnakar Yadav
Date: 04-01-2022 16:52:23
Reason: Approved

(Ratnakar Yadav)
Under Secretary

To

1. All Officers/Officials of Central Water Commission.

Copy to:

PPS to CE (HRM), Central Water Commission., New Delhi.

F.No.11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

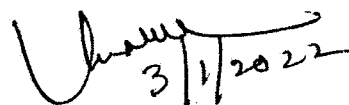
North Block, New Delhi
Dated the 3rd January, 2022

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – suspension of biometric attendance regarding.

Reference: MHA Order No.40-3/2020-DM-I(A) dated 27th December, 2021.

The undersigned is directed to refer to this Department's OM of even number dated the 1.11.2021 regarding biometric attendance. The matter has been reviewed and, as a precautionary measure, it has been decided to suspend the marking of biometric attendance in Aadhar Based Biometric Attendance System in all Ministries/Departments of the Government of India, including its attached/subordinate offices, with immediate effect till 31st January, 2022. However, all the employees are required to mark their attendance in Attendance Registers to be maintained manually. All the Heads of Departments shall also continue to ensure that all employees wear masks, at all times, and follow COVID-appropriate behavior strictly.


3/1/2022

(Umesh Kumar Bhatia)

Deputy Secretary to the Govt. of India

For n.a.
gsl
04/01/22
To

US (E-IX)

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03-01-2022

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, Director, NIC, DoP&T – for uploading.