

Government of India  
Ministry of Road Transport and Highways  
(Establishment-I Section)  
Transport Bhavan, 1, Sansad Marg, New Delhi - 110 001

No. A-44012/02/2018-E.I

Dated 19<sup>th</sup> May, 2020

**ORDER**

**Subject: Preventive measures to contain the spread of COVID-19 - Further extension of lockdown period upto 31.5.2020- Attendance regarding -**

The Ministry of Home Affairs vide its latest Order No.40-3/2020-DMI(A) dated 17.5.2020 has since directed that lockdown measures to contain the spread of COVID-19 shall continue for a period upto 31.5.2020 and has prescribed guidelines, specific measures in the form of National directives for COVID-19 management and additional directives for work places to be taken by various authorities in the matter (copy enclosed).

2. Accordingly, the Department of Personnel & Training, vide its O.M. No.11013/9/2014-Estt.A.III dated 18.5.2020 has 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.

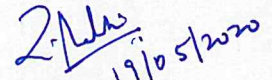
3. Accordingly, in compliance of the above-said O.M., the competent authority has decided as follows:

(i) Fresh Roster of officers/staff as per para 2(b) above during the above-said period of lockdown be prepared and issued by the concerned Divisional Heads (including Technical Officers);

(ii) The Divisional Heads have to ensure the strict implementation of the concerned above-said National Directives for Covid-19 Management at work places

(iii) Further, repetition of the Roster of Staff deployed in the Control Room, being operated from CR Section, for a period upto 31.5.2020 or until further orders, to maintain essential services within the Ministry.

Encl: a/a

  
(Rajesh Malik)

Under Secretary to the Government of India

To

1. All Divisional Heads (including Technical Officers)
2. DS(General) MoRTH with a request to ensure implementation of the concerned National Directives for Covid-19 Management at work places.
3. All officers/staff of MoRTH
4. NIC for uploading on Ministry's website and Notice Board of eoffice.

F.No.11013/9/2014-Estt.A.III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)  
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North Block, New Delhi  
Dated the 18<sup>th</sup> 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 23<sup>rd</sup> 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:-

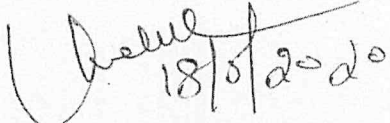
1<sup>st</sup> shift: 9 AM to 5.30 PM

2<sup>nd</sup> shift: 9.30 AM to 6 PM

3<sup>rd</sup> 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

(Umesh 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.

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Handwritten signature and date: 13/5/2020