

AT ONCE

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 23rd March, 2020

OFFICE MEMORANDUM

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

In compliance with instructions issued by DoP&T vide its O.M. No. 11013/9/2014-Estt(A-III) dated 22.03.2020 (copy enclosed) on the above subject a Control Room has been set up in the CR Section (Tel. : 23718525), Transport Bhawan of this Ministry.

2. Accordingly, following Roster of Staff is drawn, to **render essential services** within the Ministry **from 23.03.2020 to 31.03.2020.**

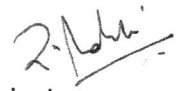
Sr. No.	Date of duty	First Shift 09:00 AM to 05:30 PM (S/Shri)	Second Shift 05:30 PM to 09:00 AM (S/Shri)
1.	23.03.2020	KishanLal Meena, ASO (Mob. : 9871083509) Sunil Mehto, MTS	Dinesh Sharma, ASO (Mob. : 9212718487) & Mangat Ram, MTS
2.	24.03.2020	KishanLal Meena, ASO Sunil Mehto, MTS	Dinesh Sharma, ASO & Mangat Ram, MTS
3.	25.03.2020	KishanLal Meena, ASO Sunil Mehto, MTS	Dinesh Sharma, ASO & Mangat Ram, MTS
4.	26.03.2020	Shiv Kumar Prasad, ASO (Mob. : 8512825739) Hoshiyar Singh, MTS	Dinesh Sharma, ASO & Mangat Ram, MTS
5.	27.03.2020	Shiv Kumar Prasad, ASO Hoshiyar Singh, MTS	Dinesh Sharma, ASO & Mangat Ram, MTS
6.	28.03.2020	Shiv Kumar Prasad, ASO Hoshiyar Singh, MTS	Dinesh Sharma, ASO & Mangat Ram, MTS
7.	29.03.2020	S.P. Bodhra, ASO (Mob. : 9818739228) Dharampal, MTS	Dinesh Sharma, ASO & Mangat Ram, MTS
8.	30.03.2020	S.P. Bodhra, ASO Dharampal, MTS	Dinesh Sharma, ASO & Mangat Ram, MTS
9.	31.03.2020	S.P. Bodhra, ASO Dharampal, MTS	Dinesh Sharma, ASO & Mangat Ram, MTS

(iv) During the above First Shift of all days, Shri Prem Singh Rawat, MMO (Mob. : 8700135533) alongwith Farash and House Keeping Staff will also attend the duty for smooth operation.

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(v) General Section will also place one vehicle at the disposal of CR Section for 24 hours. In case of any difficulty, Shri Mahender Goher, ASO, General Section may be contacted on his mobile no. 9818030870.

2. These instructions shall be applicable with immediate effect.



(Rajesh Malik)

Under Secretary to the Government of India

To

1. All officers / officials of MoRTH, New Delhi.
2. NIC for uploading on Ministry's website.
3. JE, CPWD (Civil) and JE (Elec.), Transport Bhawan
4. In charge, CISF, Transport Bhawan

Copy for information to DoP&T w.r.t. to its above-referred OM dated 22.03.2020.

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 22.03.2020

OFFICE MEMORANDUM

SUB: Preventive measures to contain the spread of COVID -19

In supersession of this Department's OM of even no. dated 19.03.2020 and 20.03.2020, the following further instructions are issued:

- (i) Heads of Department (HoDs) may draw up a Roster of Staff (all officers and employees, including consultants/ contract and outsourced employees), who are required to render essential services within each Department. They alone may be asked to attend office from 23rd March until 31st March 2020. In other words, the Office should function with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.
- (ii) Similar instructions should be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (iii) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (iv) These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19.

2. These instructions shall be applicable with immediate effect.


22/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India.

To

1. All the Ministries and Departments of Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Technical Director. NIC, DoPT