

OUT 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, following measures have been taken by this Ministry to control COVID-19 :-

(i) The office would be functioning 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. The Divisional Heads should ensure completion of the essential work related to their Division.

(ii) To ensure smooth operation of National Highways during this period, the following officers will be available at all times on telephone and electronic means of communication as under :-

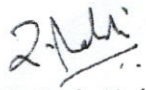
(1) Sh. Y. Balakrishna ADG Mob. : 9910004887, e-mail : y.balakrishna@nic.in

(2) Sh. Amit Kumar Ghosh, Joint Secretary (Highways), Mob. : 8756662220
e-mail : js-highways@nic.in

(iii) A Control Room has been set up in the CR Section (Tel. : 23718525), Transport Bhawan of this Ministry.

2. These instructions shall be applicable with immediate effect.

Encl: a/a


(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