

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड (RAILWAY BOARD)

Office Order No. 33 of 2020

Sub: Reporting of Officials in Board's Office during extended lockdown period.

Enclosed is an OM No. 11013/9/2014-Estt.A.III dated 18th May, 2020 from Ministry of Personnel, Public Grievances and Pensions(DoP&T), regarding attendance during extended Lockdown period.


2. In terms of para 2 of DOP&T's aforesaid OM, all Officers of the level of Deputy Secretary and above are to attend office on all working days. While for other officers/Staff, HODs of branches are to prepare roster so as to ensure that 50% of officers and staff attend office on every alternate days with staggered timings.

2.1 Accordingly, all officer of the level of JD and above may attend Office regularly and others(below JD level) as per roster. Those residing in Containment Zone as demarcated by states/district administration will not attend office. Such officials/staff and those not being called for duty as per roster/requirement would work from home and are to be available at all times on phone and other electronic means of communication.

3. Further, in accordance with the advisory issued by DoP&T, vide its OM No.11013/ 9/ 2014-Estt.A (III). dated 17th March 2020 (Copy enclosed), it may also be ensured that in case any Official is having symptoms of COVID-19 or has come in direct or indirect contact with COVID-19 positive patient during last 14 days or has any COVID-19 positive patient/relative in self quarantine at his residence may invariably opt out from reporting to office and self quarantine for 14 days duly informing the controlling officer with details/supporting document of the case.

4. Other guidelines with regard to preventive measures as issued by Ministry of Health & Family Welfare in their order dated 18th May 2020 (<https://www.mohfw.gov.in/pdf/GuidelinesonpreventivemeasuresstocontainspreadofCOVID19inworkplacesettings.pdf>), particularly relevant aspects of para 4 & 5 may also invariably be adhered to by all Officials.

E.No. 2020/O&M/9/1
Dated: 19.05.2020


(B. Majumdar)
Joint Secretary/Railway Board

All Officers and Staff of Board's Office/Metro Bhawan, Pragati Maidan and at Dayabasti, New Delhi.

भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय / MINISTRY OF RAILWAYS
(रेलवे बोर्ड / RAILWAY BOARD)

2020 का कार्यालय आदेश सं.33

विषय: विस्तारित लॉकडाउन अवधि के दौरान बोर्ड कार्यालय में अधिकारियों/कर्मचारियों की रिपोर्टिंग।

कृपया कर्मिक, लोक शिकायत और पेंशन मंत्रालय के दिनांक 18 मई 2020 के संलग्न कार्यालय जापन सं.11013/9/2014-स्था.ए.।। का अवलोकन करें, जो विस्तारित लॉकडाउन अवधि के दौरान उपस्थिति के बारे में है।

2. कर्मिक, लोक शिकायत और पेंशन मंत्रालय के उपर्युक्त कार्यालय जापन के पैरा 2 के अनुसार, उप सचिव एवं उससे ऊपर के स्तर के सभी अधिकारी सभी कार्यदिवसों में कार्यालय में उपस्थित होंगे। जबकि शाखा अध्यक्ष अन्य अधिकारियों/कर्मचारियों का इस प्रकार से रोस्टर तैयार करेंगे कि 50% अधिकारी और कर्मचारी अलग-अलग समय पर एक दिन छोड़कर कार्यालय में उपस्थित हों।

2.1 तदनुसार, संयुक्त निदेशक और उससे ऊपर के स्तर के सभी अधिकारी नियमित रूप से कार्यालय में उपस्थित हों और अन्य कर्मचारी (संयुक्त निदेशक और उससे नीचे के स्तर के अधिकारी) रोस्टर के अनुसार कार्यालय में उपस्थित हों। राज्यों/जिला प्रशासन द्वारा घोषित किए गए कंटेनमेंट ज़ोन में रहने वाले अधिकारी/कर्मचारी कार्यालय में उपस्थित नहीं होंगे। ऐसे अधिकारी/कर्मचारी और जिन अधिकारियों/कर्मचारियों को रोस्टर/आवश्यकतानुसार झूटी पर नहीं बुलाया जा रहा है, वे अधिकारी/कर्मचारी घर से कार्य करेंगे और फोन तथा संचार के अन्य इलेक्ट्रॉनिक साधनों पर हर समय उपलब्ध रहेंगे।

3. इसके अलावा, कर्मिक, लोक शिकायत और पेंशन मंत्रालय द्वारा दिनांक 17 मार्च 2020 के कार्यालय जापन सं.11013/9/2014-स्था.ए.।। के तहत जारी की गई एडवायज़री (प्रतिलिपि संलग्न) के अनुसार, यह भी सुनिश्चित किया जाए कि यदि किसी अधिकारी/कर्मचारी में कोविड-19 के लक्षण पाए जाते हैं या वे पिछले 14 दिन के दौरान प्रत्यक्ष या अप्रत्यक्ष रूप से किसी कोविड-19 संक्रमित रोगी के संपर्क में आए हैं या उनके आवास पर कोई कोविड-19 संक्रमित रोगी/रिश्तेदार स्व एकांतवास (सेल्फ क्वारंटीन) में है तो वह अधिकारी/कर्मचारी कार्यालय में रिपोर्ट नहीं करेंगे तथा 14 दिन तक स्व एकांतवास (सेल्फ क्वारंटीन) में रहेंगे और मामले के विवरण/सहायक दस्तावेज सहित नियंत्रक अधिकारी को इसकी सूचना देंगे।

4. स्वास्थ्य एवं परिवार कल्याण मंत्रालय के दिनांक 18 मई 2020 के जारी किए गए आदेश के अनुसार निवारक उपायों के संबंध में अन्य दिशानिर्देशों, विशेष रूप से पैरा 4 एवं 5 के संगत पहलुओं का सभी अधिकारियों/कर्मचारियों द्वारा निरपवाद रूप से अनुपालन किया जाए।
(<https://www.mohfw.gov.in/pdf/GuidelinesonpreventivemeasuresstocontainspreadofCOVID-19inworkplacesettings.pdf>)

ई. सं.2020/ओ एंड एम/9/1
दिनांक: 19.05.2020

बी. मजुमदार
(बी. मजुमदार)
संयुक्त सचिव/रेलवे बोर्ड

बोर्ड कार्यालय, मेट्रो स्टेशन बिल्डिंग प्रगति मैदान और दया बस्ती नई दिल्ली के सभी अधिकारी और कर्मचारी।

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 the 18th 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 23rd 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:-

1st shift: 9 AM to 5.30 PM

2nd shift: 9.30 AM to 6 PM

3rd 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.



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: 16/03/2020

17th

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – regarding.

In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees and the Ministries/Departments. In this regard, it has been decided to issue the following advisory for the well-being of Government employees and in public interest.

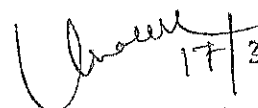
2. All the Ministries/Departments are advised to take all necessary measures such as :-

- (i) Install thermal scanners at the entry of Government buildings, as feasible. Mandatory placing of hand sanitizers at the entry of Government buildings. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc.
- (ii) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes should be suspended with immediate effect. Only those visitors whom have proper permission of the officer who they want to meet, should be allowed after being properly screened.
- (iii) Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.
- (iv) Avoid non-essential official travel.
- (v) Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
- (vi) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
- (vii) Close all gyms/recreation centres/creches located in Government buildings.
- (viii) Ensure proper cleaning and frequent sanitization of the work-place, particularly of the frequently touched surfaces.

- (ix) Ensure regular supply of hand sanitisers, soap and running water in the washrooms.
- (x) All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL: mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf.
- (xi) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- (xii) Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. The Ministries/Departments may take care not to expose such employees to any front-line work requiring direct contact with the public.

3. An indicative list of Do's and Don'ts is also annexed for wide dissemination.

Encl: As above


17/3/2020

(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, DoP&T
- } For Information

Do's

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

Don'ts

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.