

OFFICE OF THE DEVELOPMENT COMMISSIONER,
SEEPZ SPECIAL ECONOMIC ZONE,
GOVT. OF INDIA,
MINISTRY OF COMMERCE & INDUSTRY,
ANDHERI (E), MUMBAI - 400 096.

No. SEEPZ-SEZ/ADMN/GI/588/2020-21/12295

8th October, 2020

CIRCULAR No. 12/2020

Subject: Preventive measures to contain the spread of Novel Corona virus (COVID-19) – Attendance of Central Government Officials.

Please find herewith letter no. F.No.11013/9/2014-Estt.A.III dated 07.10.2020 of Department of Personnel and Training on aforesaid subject, which is self-explanatory (copy enclosed).

2. Accordingly, all officers shall follow staggered timings to avoid over-crowding in offices/work places as indicated below:

9.00 am to 5.30 pm

10.00 am to 6.30 pm

3. Further, all officials are advised to take all precautionary measures in respect of Covid-19 as instructed in the enclosed letter.

This issues with the approval of Competent Authority.


(Raju Kumar)

Asstt. Development Commissioner,
SEEPZ-SEZ.

Encl: As above

To,

- ✓ 1. All Officers of SEEPZ SEZ.
2. Office Notice Board

विकास आयुक्त कार्यालय
सीपज़ विशेष आर्थिक क्षेत्र
भारत सरकार
वाणिज्य और उद्योग मंत्रालय,
अंधेरी (पूर्व), मुंबई - 400096

सं.सीपज़-सेज़/प्रशासन/जीआइ/588/2020-21/12295

दिनांक: 08 अक्टूबर, 2020

परिपत्र सं. 12/2020

विषय:- नोवेल कोरोना वायरस (कोविड-19) के प्रसार को रोकने के लिए सुरक्षात्मक उपाय
- केंद्र सरकार के कर्मियों की उपस्थिति।

कृपया उपर्युक्त विषय पर इस पत्र के साथ संलग्न कार्मिक तथा प्रशिक्षण विभाग के दिनांक 07.10.2020 का पत्र सं. एफ.नं.11013/9/2014-स्था.ए.।।। देखें जिसमें स्पष्ट वर्णित है (प्रतिलिपि संलग्न)।

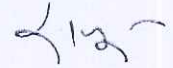
2. तदनुसार, सभी अधिकारी भीड़ से बचने के लिए कार्यालय/कार्यस्थलों में निम्नलिखित अलग-अलग समयों का पालन करें:-

पूर्वाह्न 9.00 से सायं 5.30

पूर्वाह्न 10.00 से सायं 6.30

3. इसके अलावा, सभी पदाधिकारियों को सूचित किया जाता है कि वे संलग्न पत्र में उल्लेखित अनुदेशों के अनुसार कोविड-19 के संबंध में एहतियाती उपाय करें।

इसे सक्षम प्राधिकारी का अनुमोदन प्राप्त है।



(राजू कुमार)

सहायक विकास आयुक्त,
सीपज़-सेज़

अनुलग्नक - यथोपरि।

प्रति,

1. सभी अधिकारी, सीपज़-सेज़

2. कार्यालय सूचना पट्ट



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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 7th October, 2020

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Attendance of Central Government officials regarding.

The undersigned is directed to refer to OM of even number dated the 5th June, 2020 reiterating, *inter alia*, the instructions/advisory issued vide OMs dated 17.3.2020, 18.5.2020 and 19.5.2020 for well-being of Government employees and regulating attendance of Central Government employees in offices with staggered timings. The matter has now been reviewed and it has been decided as under: -

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Immunity
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Tandav

- (a) The Government servants at the level of Under Secretary and above to attend offices on all working days.
- (b) As regards Government servants below the level of Under Secretary, at least 50% of attendance is to be ensured. The Heads of Department may mandate attendance of more than 50%, if required in public interest, while strictly ensuring that social distancing is maintained under all circumstances.
- (c) The officers/staff shall follow staggered timings to avoid over-crowding in offices/work places as indicated below.

9.00 a.m. to 5.30 p.m.
10.00 a.m. to 6.30 p.m.
- (d) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.

- (e) Those officers/staff who are not attending office shall work from home and they should be available on telephone and electronic means of communication at all times.
- (f) Persons with Disabilities and Pregnant women employees shall continue to work from home till further orders.
- (g) Heads of Departments shall ensure that the National Directives for the Covid-19 management, which include instructions issued for regular sanitization/cleaning of working places, maintenance of social distancing norms, wearing of masks etc. are strictly complied with. It may also be strictly ensured that there is no crowding in the corridors.
- (h) Meetings, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.

2. The above instructions shall be in force with immediate effect until further orders. Biometric attendance shall continue to be suspended and physical attendance registers shall be maintained until further orders. The Heads of the Department may kindly ensure strict implementation of these instructions.

Umesh Kumar Bhatia
7/10/2020

(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