

OFFICE MEMORANDUM

Subject: Preventive Measures to be taken to contain the spread of Corona Virus (COVID 19)-Attendance regarding.

The undersigned is directed to refer to the subject mentioned above and to convey that as a precautionary measure, the following guidelines related to attendance of Officers/Staff in this Ministry (proper) are adopted with immediate effect till 30.04.2021 or until further orders, to contain the spread of COVID 19:-

- i. All officers at the level of DS & above shall attend the office on all working days.
- ii. For Officers/staff below DS level, day wise rosters will be prepared by the concerned Bureau/Divisional heads such that 50% of the sanctioned staff strength attend office on alternate days. Those not attending office on a particular day shall work from home (through e-office) and also be available on telephone and other electronic means of communication. However, if required, the controlling officers may call for physical attendance of any of the categories of Officers/staff under their administrative control
- iii. The Biometric Attendance shall continued to be suspended. However, as in practice, the physical attendance register for the Officers/staff (including contractual) shall be maintained by their concerned controlling officer. The copy of the same may also be submitted to the Establishment section for information and record. If it comes to the notice, that Officer/Official has failed to work from home, leave for that day will be debited upon recommendation from concerned controlling officer.
- iv. It shall also be ensured that the 50% 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 6:00 PM
3rd Shift - 10 AM to 6:30 PM
- v. All Officials who attend office shall strictly follow COVID appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- vi. Crowding in lifts, staircases and other common areas be strictly avoided. Meetings as far as possible, to be conducted through Video Conferencing.
- vii. All employees of the age of 45 years and above are advised to get themselves vaccinated so as to effectively contain the spread of COVID 19
- viii. Employees who are symptomatic or whose family members have been tested COVID +ve are required to follow applicable COVID protocol of self isolation/quarantine and testing. The same may be timely informed to the GA/Establishment section.

2. This issues with the approval of the competent authority.

(Manish Kumar Chourasiya)

Under Secretary to the Govt. of India

Tel: 2338 2312

To:

1. PS to HCM/Sr.PPS to Secretary(C)/Sr.PPS to JS&FA
2. All Bureau/Divisional Heads
3. All Heads of Organizations under M/o Culture for information
4. All Officers and Officials working in MoC
5. Hindi Unit/E Office/Notice Board/NIC