

Most Immediate

Government of India
Department of Atomic Energy
Secretariat Coordination Section

AnushaktiBhavan,
C.S.M. Marg,
Mumbai - 400 001

No. 16/6/2020-SCS/COVID-19/Vol.III/5166

April 21, 2021

OFFICE MEMORANDUM

Subject: Preventive Measures to contain the spread of Novel Coronavirus (COVID-19) DoPT order dated 19.04.2021-Attendance of Central Government officials - Regarding

The undersigned is directed to refer to this Department's OM No.16/6/2020-SCS/COVID-19/Vol.III/4909 dated 16.04.2021 and also to forward DoPT Order No.11013/9/2014-Estt.A-III dated 19.04.2021 on the above subject, for information and strict compliance by DAE and its Constituent Units/PSUs/Aided Institutions.

2. The Competent Authority in the Department has accorded approval to regulate the attendance in DAE and its Constituent Units/PSUs/Aided Institutions as follows:

- (i) Physical attendance of Officers at the level of Deputy Secretary or equivalent i.e. Level-12 and above shall be at 100% strength.
- (ii) Physical attendance of Officers at the level of Under Secretary or equivalent i.e. Level-11 and below may be restricted to 50% of actual strength. **Heads of DAE and its Constituent Units/PSUs/AIs may regulate the attendance of officials and may, on administrative grounds, direct more officials to attend office. A roster may be prepared accordingly.**
- (iii) Staggered timings to avoid over-crowding in offices may be adopted.
- (iv) All "Essential Services" which have been exempted such as Health Care, Fire, Security, Transport, Services Unitsetc, shall function with full strength. Further, all"Production Units" shall function at full capacity as per the instructions issued by MHA, MH&FW, DoPT and respective State Governments/Union Territories/Local Authorities on the subject from time to time.
- (v) The instructions issued at Para 1 (d) to (l) of DoPT OM dated 19.04.2021 referred to above, may be strictly followed by DAE and its Constituent Units/PSUs/Aided Institutions.

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3. In addition, DAE and its Constituent Units/PSUs/AIs are advised to strictly follow the instructions issued by MHA under the Guidelines, especially in respect of (i) COVID appropriate behaviour; (ii) Surveillance and Containment; (iii) Strict adherence to the prescribed SOPs and (iv) Protection of vulnerable persons. It is also advised to adhere to, the orders issued by the respective State Governments/Union Territories/Local Authorities on the subject from time to time.

4. The above instructions/guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.

5. This issues with the approval of Competent Authority.

Encl: 2 Pages.


21/04/2021
(Samson Varghese)
Director (SCS)

All Heads of Constituent Units/PSUs/Aided Institutions of DAE

Copy to:

1. All Administrative Heads of Units/PSUs/Aided Institutions of DAE
2. Under Secretary (Adm.) DAE – For action in respect of DAE Secretariat.
3. Head, CISD – With a request to upload this communication in DAE website under SCS head.
4. All Officers and Sections in DAE Secretariat – through DARPAN
5. Secretary, Staff Side, DAE Departmental Council

F.No.11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 19th April, 2021

OFFICE MEMORANDUM


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

In view of the unprecedented rise in the numbers of Covid-19 cases, and to take measures to prevent its spread, the following instructions / guidelines are issued for strict compliance by all Ministries/Departments/Offices of the Central Government : -

- a. Physical attendance of the officers of the level of Under Secretary or equivalent and below to be restricted to 50% of the actual strength. Secretary/HOD may regulate the attendance of officials and may, on administrative grounds, direct more officials to attend office. A roster may be prepared accordingly.
- b. All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.
- c. The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
 - 9.00 A.M. to 5.30. P.M.
 - 9.30 AM to 6.00 PM
 - 10.00 A.M. to 6.30 P.M.
- d. All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
- e. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- f. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.
- g. All officials who attend office shall strictly follow Covid-appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- h. Crowding in lifts, staircases, corridors, common areas including refreshment

kiosk and parking areas is to be strictly avoided.

- i. Meetings, as far as possible, to be conducted through video-conferencing.
 - j. Entry of outsiders /visitors to be curtailed appropriately.
 - k. In compliance of OM of even number dated 6.4.2021, all employees of the age of 45 years and above are advised to get themselves vaccinated.
 - l. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.
2. All Ministries/ Departments / Offices as well as the Central Government employees are to ensure strict compliance of instructions on Covid-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.
3. The above instructions / guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.


19.4.2021
(Sujata Chaturvedi)
Additional Secretary to Govt. of India
Tel 2309 4276

To

1. All the Ministries/Departments, Government of India
2. PMO / Cabinet Secretariat.
3. Director (Canteen), DoPT
4. PS to Hon'ble MoS(PP).
5. PSO to Secretary (Personnel).
6. Sr. Tech. Director, NIC, DoP&T – for uploading on website.