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स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.18/1/2020-Admn-II

Dated: 19.10.2020.

To,

The Directors/Directors-in-Charge of
permanent Institutes/Centres of ICMR.

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

Sir/Madam,

I am directed to refer a copy of OM F.No. 11013/9/2014-Estt.A.III dated 7th October, 2020 received from Ministry of Personnel, Public Grievances and Pensions, (Deptt. of Personnel and Training), New Delhi on the subject mentioned above for information and necessary action.

Yours faithfully,

(Jagdish Rajesh)
Asstt. Director General (Admn.)

Encl: As above

Copy to:-

1. PS to DG/PS to Addl. DG/PS to Sr. DDG (A)/PS to Sr. FA
2. All Divisional Heads
3. ADG(A) 1/II
4. Dr. L.K.Sharma, Scientist 'E' – soft copy of the same has been mailed at your email ID(sharma.lk@icmr.gov.in) for website upload.

F.No.11013/9/2014-Estt.A.III

Government of India

Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

Sr. DDG (A)
Dy. No. : 588/13
Dated : 14/10/20

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: -

- (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.

SO(AU)
AD
16/10/20

No. 1236
16/10/2020

ADG(CR) Adm-11
16/10/20