

A-50013/67/2020-Admn.
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR

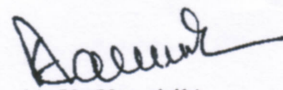
Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 29th September, 2020

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of COVID-19 – Attendance regarding

In continuation of this Department's OM No. A-50013/67/2020-Admn. dated 08th September, 2020, the attendance in this Department shall be regulated as under:-

1. All officers of the level of Under Secretary and above shall attend office on all working days.
2. For regulating the attendance of officers and staff below the level of Under Secretary, all Division Heads shall prepare as roster so as to ensure that 50 percent of officers and staff attend office on every alternate day.
3. Decision regarding the attendance personal staffs of the officers shall be taken by the concerned officers taking in view the social distancing norms in the office.
4. Those officers and 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 communication at all times.
5. All the officers/ staff attending office shall strictly adhere to guidelines and standard operating procedures issued by Government of India from time to time.


(A.K. Kaushik)

Under Secretary to the Government of India
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To

1. All Wing Heads/ Division Heads/ Branch Heads/ Section In-charges/ Unit In-charges
2. Director (Coordination), D/o WR, RD & GR - It is requested that necessary instructions to all Organisations under the Department for taking similar action may be issued.
3. For uploading on Intranet of the Department.

Copy to:

1. PS to Hon'ble Minister (Jal Shakti)
2. PS to Hon'ble Minister of State (Jal Shakti)
3. PPS to Secretary (WR, RD & GR)/ PS to DG(NMCG)/PPS to Additional Secretary (WR, RD & GR)/ Sr.PPS to ADG(MI Stats).
4. PPS to JS (Admn.)/ PPS to JS (IC & GW)/ PPS to JS & FA, DoWR, RD & GR