

3rd Floor(S), Sewa Bhawan,  
R.K. Puram New Delhi -66  
Dated 15<sup>th</sup> February, 2021.

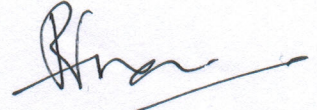
**OFFICE MEMORANDUM**

Subject- Preventive Measures to contain the spread the Novel Corona Virus (Covid 19) - Attendance of Central Government officials - regarding.

The undersigned is directed to refer to the O.M. of even no. dated 28.12.2020 and DoPT O.M. No. 11013/9/2014-Estt.A.III dated 13.02.2021 (copy enclosed) and to state that as per the direction of Department of Personnel and Training, Government Servants at all levels will attend office on all working days without any exemption to any category of employees.

2. All precautionary measures and instructions regarding COVID-19, as mentioned in the DoPT O.M. dated 13.02.2021, should strictly be followed by all officers/staff of CWC.

3. This issues with the approval of Chairman, CWC.



(Ratnakar Yadav)  
Under Secretary  
Tel.: 011-29583304.

1. All Chief Engineers, CWC.

Copy to-

1. PPS to Chairman, CWC, New Delhi.
2. PS to CE (HRM), CWC, New Delhi.
3. Secretary/Director (Admn.)/Director (E-I), CWC, New Delhi.
4. All USs/DDs, CWC (Hqrs.), CWC, New Delhi.
6. DD (SMD), with request to upload it in CWC website.



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

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North Block, New Delhi  
Dated the 13<sup>th</sup> February, 2021

**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 7<sup>th</sup> October, 2020 whereby orders regulating the attendance of Central Government employees were issued.

2. Ministry of Home Affairs has issued detailed guidelines on containment of COVID-19 on 27<sup>th</sup> January, 2021, in order to maintain caution and to strictly follow the prescribed containment strategy, focussed on surveillance, containment, caution and strict observance of the guidelines. In view of this, the matter has now been re-considered and it has been decided as under :-

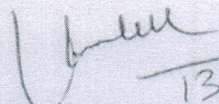
- (a) The Government servants at all levels are to attend office on all working days without any exemption to any category of employees.
- (b) The officers/staff shall follow staggered timings to avoid overcrowding in offices/workplaces as decided by the Heads of Department.
- (c) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified. These officers/staff who are residing in the Containment Zone shall work from home and shall be available on telephone and electronic means of communications at all times.
- (e) Biometric attendance shall continue to be suspended until further orders.



- (f) Meetings, as far as possible, may continue to be conducted with video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.

3. A Standard Operating Procedure (SoP) on preventive measures to contain spread of COVID-19 in offices, issued by the Ministry of Health & Family Welfare on 13.2.2021, is also available at <https://www.mohfw.gov.in/pdf/SOPonpreventivemeasurestocontainspreadofCOVID19inoffices.pdf>. All Ministries/Departments/Offices as well as the Central Government employees are directed to ensure strict compliance of instructions issued by MHA, Ministry of Health & Family Welfare and DoP&T, from time to time, on regular sanitization/cleaning of workplaces, maintenance of social distancing norms, wearing of masks and health & hygiene practices etc.

4 The above instructions shall be in force with immediate effect until further orders.

  
13/2/2021  
(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



F.No. A-24020/11/2020-Estt-IX / 3564

Govt of India

Central Water Commission

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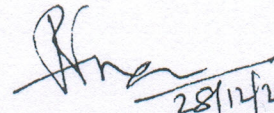
3rd Floor(S), Sewa Bhawan,  
R.K. Puram New Delhi -66  
Dated 28 December 2020

## OFFICE MEMORANDUM

Subject- Preventive Measures to contain the spread the Noval Corona Virus (Covid 19)- Attendance of Central Government Employees - regarding.

With reference to above mentioned subject it has been directed by the competent authority that w.e.f. 01.01.2021 all officers/staff at the level of Section Officers/ Assistant Director and below shall attend office physically with 80% strength and accordingly they are required to attend office atleast on four working days in a week and will work from home one day in a week.

2. It has also been decided that if any officer/staff is not able to attend official work in absence of smart phone or electronic gadgets etc., he/she may attend office physically on all working days. In this regard, a roster for HRM Wing of CWC (HQ.) has been prepared, which is attached. For all other offices under CWC, the roster from the office of concerned Chief Engineer will be issued separately.

  
28/12/20

(Ratnakar Yadav)

Under Secretary

Tel.: 011-29583304.

1. All Chief Engineer, CWC, Sewa Bhawan, New Delhi.

Copy to-

1. PPS to Chairman, CWC, Sewa Bhawan, New Delhi.
2. PS to CE(HRM), CWC, Sewa Bhawan, New Delhi.
3. Secretary/Director(Admn.)/Director (E-I), Sewa Bhawan, New Delhi.
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