

Government of India
Central Water Commission
Estt-IX Section

3rd Floor(S),Sewa Bhawan,
R.K.Puram, New-Delhi 110066
Dated: 19 April, 2021

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of COVID-19-reg.

In compliance to the DoWR,RD&GR, M/o Jal Shakti's OM No. 50013/38/2020-Admn. dated 16.4.2021 and 19.4.2021 to prevent the spread of COVID-19, it has been decided to take measures to prevent spread its spread and following instructions/guidelines are issued for strict compliance:

- a. Officers of the level of Under Secretary/ Deputy Director or equivalent and below may be allowed to work from home also and their physical attendance in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned offices with the approval of their concerned Chief Engineer. Individual US/DD can, however, call for more than 50% physical attendance of any of the categories of officials in their office, if required on administrative grounds.
- b. All officers of level of Director/DS/ Superintending Engineers, equivalent and above are required to attend office on regular basis. If work from home is felt necessary for any officer due to health issues, permission from Joint Secretary/Controlling Officer may be taken.
- c. Decision regarding the attendance of personal staff of the officers shall be taken by the concerned officers, taking in view the social distancing norms in the office.
- d. Persons with Disabilities and Pregnant Woman employees may be exempted from attending office, but they shall continue to work from home, until further orders.
- e. Those Officers and Staff who are not required to attend office on particular day, shall work from home through e-office and should be available on telephone and electronic means of communication at all times.
- f. All officers, who attend office, can stagger timings (with entry into the office spread between 9:00A.M.-10:00A.M., with correspondence office exit timings). This will also avoid rush in commuting, as also in lifts and corridors.
- g. All officers/officials are to ensure strict compliance of instructions on COVID-appropriate behavior issued by MHA, MoH&FW and DoPT.
- h. Bio metric Attendance will continue to be suspended and physical attendance registers to be maintained until further orders.
- i. All officials residing in containment zone shall continue to be exempted from coming to office till containment zone is denotified.
- j. All officials who attend office shall strictly follow COVID appropriate behaviour including wear of mask, physical distancing, use of sanitizer and frequent hand

washing with soap and water.

- k. Proper cleaning and frequent sanitisation of workplace, particularly of the frequently touched surfaces may be ensured.
 - l. Crowding in lifts/staircases/corridors/common areas including refreshment kiosk and parking areas are to be strictly avoided.
 - m. Windows of the rooms/halls may be kept opened partially/fully for easy ventilation.
 - n. Meetings, as far as possible, be conducted through video-conferencing.
 - o. Entry of outsiders/visitors are to be curtailed appropriately.
 - p. All employees of the age of 45 years and above are advised to get themselves vaccinated.
2. The above instructions/guidelines shall come into effect immediately and will remain in force until 30.4.2021 or until further orders, whichever is earlier.
3. This issues with the approval of Chairman, CWC.

Encl: As above

(Ratnakar Yadav)
Under Secretary

To

All Chief Engineers, CWC

Copy to:

PPS to CE(HRM), CWC(Hqrs), New Delhi.