

3rd Floor(S), Sewa Bhawan,

R.K. Puram New Delhi -66

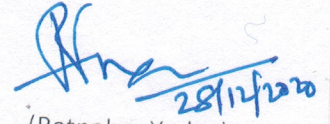
Dated 28 December 2020

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.


28/12/2020

(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.
4. All USs/DDs, CWC(Hqrs), New Delhi.
5. DD(SMD), with request to upload it in CWC Website.