



OFFICE MEMORANDUM

Subject: Preventive Measures to tackle Covid-19 pandemic- Attendance- reg.

Reference is drawn to DoWR, RD & GR, MoJS OM No. A-50013/67/2020-Admn dated 17th June, 2020 on the subject cited vide which various directives have been issued for following preventive measures to tackle the spread of COVID-19 pandemic. In view of the above order of DoWR, RD & GR, it has been decided to adopt the following with immediate effect for offices under CWC (HQ) as well as Field formations:

1. All Chief Engineers in CWC (HQ) and Field formations are advised to strictly adhere to the rules/regulation/guidelines of concerned State Governments / Local Authorities.
2. Each Chief Engineer (CE) will ensure that no more than 33% of the personnel below Director / Deputy Secretary (DS) level are called to office on a particular day including the personal staff of the CE and Director/DS. However exceptions can be made in case of those related to emergency duties like early warning / flood forecasting depending upon the prevailing local situation.
3. Not more than 50% of the officers of the rank of Director and Deputy Secretary will attend office on a given day on functional requirement.
4. The officers who are not having facility to work from home (like VPN facility etc.) should immediately make arrangement for working from home. Till such time, they make such arrangement, they will come to office daily.
5. Staff rotation for purposes of attendance will be done on a weekly basis.
6. All personnel (of any level), who suffer from co-morbidities (e.g. diabetes, hypertension, asthma, etc) and persons with disabilities, can request for permission to work from home.
7. Personnel living in containment zones and in areas which have travel restriction will not come to office.
8. Any official suffering from fever or cough and those having warnings of "High Risk" or "Moderate Risk" in the Aarogyasetu App calculated based on bluetooth proximity should stay at home and follow self isolation protocols after informing / due permission from their respective controlling officer.
9. All the officers/officials who are working from home should be available on telephone and through electronic means of communication as required.
10. Visitors pass will not be made till further orders.

This issues with approval of Chairman, CWC.



(K. Vysakh)
Deputy Director

All Officers/Staff of CWC through CWC website

Copy for kind information through Email to:

1. Sr. PPS to Chairman, CWC
2. Sr. PPS to Member (WP&P) / Member (D&R) / Member (RM)
3. Chief Engineer, HRM, CWC
4. All Chief Engineers of CWC (HQ) / All Field Chief Engineers, CWC
5. Secretary, CWC