

फा.सं.1-3/2020-ई.सी./ 822-891  
राष्ट्रीय शैक्षिक अनुसंधान एवं प्रशिक्षण परिषद  
श्री अरविंद मार्ग, नई दिल्ली -110016  
(स्थापना समन्वय अनुभाग)

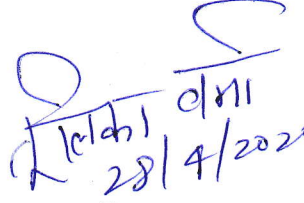
दिनांक : 28.04.2020

**परिपत्र**

**विषय : Preventive measures to contain the spread of COVID-19.**

उपरोक्त विषय पर कार्मिक लोक शिकायत और पेंशन मंत्रालय, स्थापना ए-III डेस्क अनुभाग, कार्मिक एवं प्रशिक्षण विभाग, भारत सरकार के वेबसाइट से डाउनलोड कार्यालय ज्ञापन संख्या 11013/9/2014-Estt.(A-III) dated 23.04.2020 की एक प्रतिलिपि सूचनार्थ एवं अनुपालन हेतु संलग्न की जा रही है।

यह सक्षम अधिकारी के अनुमोदन से जारी किया जा रहा है।

  
28/4/2020  
(अवर सचिव)

**संलग्नक: उपरोक्तनुसार**

1. संयुक्त निदेशक, सी.आई.ई.टी.।
2. संयुक्त निदेशक, पी.एस.एस.सी.आई.वी.ई., श्यामला हिल भोपाल।
3. डीन, अकादमिक एन.सी.ई.आर.टी.।
4. प्राचार्य, क्षेत्रीय शिक्षा संस्थान, अजमेर/भोपाल/भुवनेश्वर/मैसूर/शिलांग।
5. एन.आई.ई. के सभी विभागों/एककों/प्रकोष्ठों के अध्यक्ष।
6. मुख्य लेखाधिकारी, एन.सी.ई.आर.टी.।
7. सभी उपसचिव/अवर सचिव एन.सी.ई.आर.टी.।
8. सतर्कता एवं सुरक्षा अधिकारी, एन.सी.ई.आर.टी.।
9. सभी शाखाधिकारी/अनुभाग अधिकारी एन.सी.ई.आर.टी.।
10. प्रशासनिक अधिकारी, प्रकाशन विभाग, एन.सी.ई.आर.टी.।
11. व्यावसायिक प्रबंधक, राज्यों में आर.पी.डी.सी., गुवाहाटी/अहमदाबाद/कोलकाता/बैंगलोर।
12. निदेशक, एन.सी.ई.आर.टी. के निजी सचिव।
13. संयुक्त निदेशक, एन.सी.ई.आर.टी. के निजी सचिव।
14. सचिव, एन.सी.ई.आर.टी. के निजी सचिव।
15. विभागाध्यक्ष, डी.आई.सी.टी., सी.आई.ई.टी. - परिषद की वेबसाइट पर अपलोड करने हेतु।

F. No. 11013/9/2014-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Establishment A-III Desk

North Block, New Delhi.  
Dated the 23 April, 2020

**OFFICE MEMORANDUM**

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

The undersigned is directed to refer to O.M of even number dated 17<sup>th</sup> March, 2020 on the above-mentioned subject. The Ministry of Home Affairs (MHA) vide its Order dated 15.4.2020 has now extended the nationwide lockdown till 3<sup>rd</sup> May, 2020 to contain spread of Coronavirus in the country and has issued the consolidated revised guidelines for strict compliance. Para 18(ii) of these consolidated revised guidelines, inter-alia, provide that all officers of the level of Deputy Secretaries & above are to function with 100% attendance while 33% of the remaining officers/staff are to attend offices as per requirement.


2. The spirit of the guidelines is that crowding in the offices may be avoided and safe social distancing norms may be maintained. It is, however, seen that in some Ministries/ Departments, more than 1/3<sup>rd</sup> of officials /staff below Deputy Secretary level are being called to offices. This might lead to undesirable crowding in the office jeopardizing the preventive measures in place for containing the spread of COVID-19.

3. It is reiterated that guidelines for attendance for officers/staff at levels below Deputy Secretary, be strictly followed. Heads of Departments (HoDs) may also direct their officers/staff to attend office in staggered timings to further avoid crowding in offices/work spaces. As suggested vide O.M. of even number dated 19<sup>th</sup> March, 2020, the staggered timings may be as follows :-

- (a) 9.00 a.m. to 5.30 p.m.
- (b) 9.30 a.m. to 6.00 p.m.
- (c) 10 a.m. to 6.30 p.m.

D.P. No-38-E.C  
27.04.2020

Suitable Roster may, accordingly, be drawn up by the Heads of Department. Needless to say that officials/staff working from home on a particular day should be available on telephone and electronic means of communications at all times. They should attend office, if called for any exigencies of work.

  
23/4/2020

(Umesh Kumar Bhatia)  
Deputy Secretary to the Govt. of India

To

1. All Ministries / Departments of the Government of India.
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary (Personnel)
5. PS to JS(L&A), DoPT
6. Sr. Technical Director, NIC, DoPT