

I/15268/2021

IMMEDIATE**Government of India
Central Electricity Authority**

5th Floor, Sewa Bhawan(N),
R.K. Puram, New Delhi- 110 066Date: 17th April, 2021**OFFICE MEMORANDUM****Subject: Preventive Measures to contain the spread of COVID-19 - Regulation of Attendance in CEA**

In view of the unprecedented rise in the numbers of Covid-19 cases in Delhi, it has been decided to take measures to prevent its spread in the office premises. Accordingly, following instructions/ guidelines are issued for strict compliance, with immediate effect and until further order:

- i. Officers of the level of Deputy Director/Under Secretary or equivalent and below be allowed to work from home and their physical attendance in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned Divisional/Section/Wing Heads. Individual Wing/Divisional/Section Heads can, however, call for more than 50% physical attendance of any of the categories of officials in their Wing/Division/Section, if required on administrative grounds.
- ii. All officers of the level of Director/Deputy Secretary or equivalent and above are to attend office on regular basis.
- iii. All officials who attend office can stagger timings (with entry into the office spread between **9:30 AM 10:30 AM** with corresponding office exit timings). This will also avoid rush in commuting, as also in lifts & corridors. Roster system by Divisional /Section/ Wing Heads may also take care of this aspect.
- iv. All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronics means of communication at all times from their residence and work from home.
- v. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.

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- vi. All officials who attend office shall strictly follow COVID appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- vii. Crowding in lifts, staircases, corridors, common areas and parking areas is to be strictly avoided.
- viii. Meetings, as far as possible, to be conducted through video- conferencing. Entry of outsiders/visitors to be curtailed appropriately.
- ix. All employees of the age of 45 years and above are advised to get themselves vaccinated.

This issue with the approval of Chairperson, CEA.

Hindi version will follow.

(Anita Gahlot)
Director(Admin)

To

1. PPS to Chairperson, CEA.
2. PPS to all Members of CEA.
3. PPS to PCE-I/PCE-II, CEA.
4. PS to All Chief Engineers, CEA.
5. PS to Secretary, CEA.
6. Director(Admn.)/Director(TS), CEA.
7. Deputy Secretary, B&A/Vigilance, CEA.
8. Under Secretary(P/B&A), CEA.
9. Deputy Director, General Section, CEA
10. Deputy Director (IT), CEA with a request to upload at CEA website and Intranet.
11. AD(OL), CEA-for Hindi translation