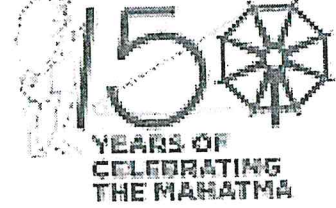


I/18010/2021



No.21/7/2020-Adm(Coord.)/Welfare/36/
Government of India
Central Electricity Authority
(Adm. Coord. Section)

5th Floor, Sewa Bhawan(N),
R.K. Puram, New Delhi- 110 066

Dated the, 28th Sept., 2021

OFFICE MEMORANDUM

Sub: Attendance of Central Government officials- regarding.

The undersigned is directed to refer to DoPT's O.M.s , dated 14.6.21(copy enclosed) on the above cited subject to regulate the attendance of staff, keeping in view the Covid positive cases and functional requirements in their offices.

2. Instructions have been issued from time to time with regard to the need to observe punctuality in attendance by Government servants. Responsibility for ensuring punctuality in respect of their employees rests with Head of Divisions/section functioning under them. **It has, however, been observed that these orders are not being complied with strictly and some officers even at senior level are not attending office on all working days.** The absence of officials in different Divisions has been viewed seriously.

3. Therefore, all officials/officers are requested to comply strictly with the instructions issued from time to time in this regard. Head of the Division/Section must ensure punctuality in attendance and also ensure that senior level officers attend office on all working days.

Encl. As above.

Signature Not Verified

Digitally signed by TULSI
DASS
Date: 2021.09.28 13:19:05
IST

(Tulsi Dass)
Under Secretary(P)

To:

1. All Officers & Staff of CEA – through website/Intranet.
2. Director (IT&CS), CEA – with request to upload on CEA website/Intranet.
3. AD(OL), CEA – for Hindi translation.

Copy for information to:

1. SA to Chairperson, CEA.
2. PPS to all Members of CEA.
3. PPS to PCE-I/PCE-II/Secretary, CEA.

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

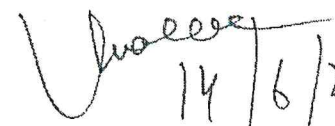
North Block, New Delhi
Dated the 14th June, 2021

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) -
Attendance of Central Government officials regarding

The undersigned is directed to refer this Department's OMs of even number dated the 6th May, 2021 and 28th May, 2021, mandating the Secretaries/HoDs of the Ministries/Departments/Offices to regulate the attendance of their staff, keeping in view the COVID-positive cases and functional requirements in their offices. These orders are currently in operation till 15th June, 2021 or until further orders, whichever is earlier. In view of the fact that number of COVID cases and positivity rate have reduced considerably, the matter has been considered again and decided as under :-

- (i) All Government servants at the level of Under Secretary and above to attend office on all working days.
- (ii) As regards Government servants of the level below Under Secretaries, 50% of such officials shall attend office on any working day and the remaining 50% shall work from home.
- (iii) Persons with Disabilities and Pregnant women employees shall continue to be exempted from attending office but are required to work from home till further orders.
- (iv) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicted below:
 - (a) 9.00 A.M. to 5.30. P.M.
 - (b) 9.30 AM to 6.00 PM
 - (c) 10.00 A.M. to 6.30 P.M.


14/6/2021

- (v) All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
- (vi) Those officers/ staff who are not attending office shall work from home and they should be available on telephone and other electronic means of communication at all times.
- (vii) Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (viii) All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times and any laxity in this regard shall be viewed very seriously.
- (ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

2. All Ministries/ Departments / Offices as well as the Central Government employees are directed to ensure strict compliance of instructions on Covid A ppropriate Behavior issued by MHA, MoH&FW and DoP&T from time to time. The above instructions shall be in force w.e.f. 16-06-2021 until 30-06-2021, or until further orders, whichever is earlier. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.


24/6/2021

(Umesh Kumar Bhatia)
Deputy Secretary to the Government of India
Tel 2309 4471

To

1. All the Ministries/Departments, Government of India
2. PMO / Cabinet Secretariat.
3. Director (Canteen), DoPT
4. PS to Hon'ble MoS(PP).
5. PSO to Secretary (Personnel).
6. Sr. Tech. Director, NIC, DoP&T – for uploading on website.