

MODERN COACH FACTORY, RAEBARELI

Office of the
General Manager (P)

No. MCF/RBL/CV(COVID-19)/2021

Dated: 07.01.2022

ORDER

Sub: Preventive measures to contain spread of Novel Coronavirus (COVID-19) –
Attendance in offices and workshops - Regarding.

Ref: (i) Railway Board's letter No. E(G) 2021/CL 4/3 dated 05.01.2022.

(ii) DOPT's O.M. No. 11013/9/2014-Estt.A-III dated 03.01.2022.

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In compliance of DOP&T's instructions contained in their letter dated 03.01.2022 quoted under ref.(ii) circulated vide Board's letter dated 05.01.22 cited under ref.(i), the following guidelines are issued for strict compliance to contain the spread of COVID-19, for a period upto 31.01.2022 or till further orders, whichever is earlier.

- (i) All the officers at the level of Senior Scale and above will attend office on all working days.
- (ii) Physical attendance of the officers below Senior Scale level and staff in the offices of main Admn. Building will be restricted to 50% of the actual strength during the working hours. 50% of the officials shall attend office in the Forenoon and remaining 50% officials shall attend office in the Afternoon to ensure smooth functioning of the work.
- (iii) The attendance in factory and workshops shall be 100% with staggered shifts for which timings shall be issued by Shop-Incharges.
- (iv) Persons with Disabilities and Pregnant women employees may be exempted from attending office but they shall continue to work from home.
- (v) The officers and staff shall follow staggered timings to avoid over-crowding in the offices/work places as decided by the HODs.
- (vi) All Officers/staff residing in containment zone shall be exempted from coming to offices till the Containment Zone is denotified.
- (vii) The officials who are working from home on a particular day in Forenoon/Afternoon as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
- (viii) Meetings, as far as possible, shall be conducted with video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (ix) 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.
- (x) Proper cleaning and frequent sanitization of work place, particularly of the frequently touched surfaces, may be ensured. HODs may also ensure non-crowding in corridors, canteens, etc.

Contd...2/-

- (xi) The employees who have not yet taken both dozes of vaccination for COVID-19 should be persuaded to immediately take the requisite vaccination. Till such time, the unvaccinated employees should be made to sit separately.
- (xii) The instructions on restricted attendance shall not apply to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.

Encl: Nil


17 Jan 22

(Amar Nath Dube)
Principal Chief Personnel Officer

Copy to:

1. Secretary to GM for kind information of General Manager, MCF/RBL.
2. All PHODs./CHODs/HODs, MCF/RBL.
3. Principal Chief Security Commissioner, MCF/RBL with the request to ensure that private visitors without mask are not allowed entry in the premises.
4. All Dy. HODs of MCF/RBL.
5. All WhatsApp Group of Officers and Staff of MCF/RBL.