



MODERN COACH FACTORY, RAEBARELI  
(Personnel Department)

S. No. 22

Office of the  
General Manager (P)

PS. No.11/2021

NOTE

**Sub:** Preventive measures to contain the spread of Novel Corona Virus (COVID-19)- Attendance of Central Government Officials- regarding.

**Ref:** Railway Board's L.No. 2021/E(LL)/HER/3 dated: 15.02.2021 (Copy enclosed).

A copy of above referred letter is enclosed herewith, for kind information and necessary action.

**DA:- As above.**

**No. E/MCF/RBL/Policy**

**Date: 23/02/2021.**

**Assistant Personnel Officer/HQ  
For General Manager (P)**

OK

*[Handwritten Signature]*  
23/02/21  
*[Handwritten Signature]*

Copy to:

1. All PHODs, CHODs, Dy. HODs, SPOs, APOs MCF/RBL.
2. Incharge NG-I & II P.Branch.

*[Handwritten Signature]*  
MCF/RBL  
कर्मिक प्राप्ति  
प्राप्ति दिनांक 23/02/21



MCF/RBL

भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड RAILWAY BOARD)

No.2021/E(LL)/HER/3

New Delhi, dated 15.02.2021

*MCF*

The General Managers,  
All Zonal Railways. PUs etc.  
including Metro Railway, Kolkata.

**Sub:** Preventive measures to contain the spread of Novel Corona Virus (COVID-19)- Attendance of Central Government Officials- regarding.

**Ref:** Railway Board's letters of even No. dated 22.03.2020, 27.03.2020, 22.09.2020 & 02.02.2021.

In continuation to Railway Board's letters referred to above, please find enclosed a copy of OM No. 11013/9/2014-Estt. A- III dated 13.02.2021 issued by Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions regarding preventive measures to contain the spread of Novel Corona Virus (COVID-19) and ensuring attendance of Central Government Officials.

All Railway Administrations are directed to implement these instructions in letter & spirit.

DA: As above

*Manju*  
(Ms. Manju)  
Director Estt. (LL)  
Railway Board.

*CAO  
PCPO  
from a R.  
J.P.  
18/2/21*

*Circulated*



Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

North Block, New Delhi  
Dated the 13<sup>th</sup> February, 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 to OM of even number dated the 7<sup>th</sup> October, 2020 whereby orders regulating the attendance of Central Government employees were issued.

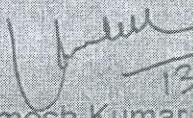
2. Ministry of Home Affairs has issued detailed guidelines on containment of COVID-19 on 27<sup>th</sup> January, 2021, in order to maintain caution and to strictly follow the prescribed containment strategy, focussed on surveillance, containment, caution and strict observance of the guidelines. In view of this, the matter has now been re-considered and it has been decided as under :-

- (a) The Government servants at all levels are to attend office on all working days without any exemption to any category of employees.
- (b) The officers/staff shall follow staggered timings to avoid overcrowding in offices/workplaces as decided by the Heads of Department.
- (c) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified. These officers/staff who are residing in the Containment Zone shall work from home and shall be available on telephone and electronic means of communications at all times.
- (e) Biometric attendance shall continue to be suspended until further orders.

(1) Meetings, as far as possible, may continue to be conducted with video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.

3. A Standard Operating Procedure (SoP) on preventive measures to contain spread of COVID-19 in offices, issued by the Ministry of Health & Family Welfare on 13.2.2021, is also available at <https://www.mohfw.gov.in/pdf/SOPonpreventivemeasurestocontainspreadofCOVID19inoffices.pdf>. All Ministries/Departments/Offices as well as the Central Government employees are directed to ensure strict compliance of instructions issued by MHA, Ministry of Health & Family Welfare and DoP&T, from time to time, on regular sanitization/cleaning of workplaces, maintenance of social distancing norms, wearing of masks and health & hygiene practices etc.

4. The above instructions shall be in force with immediate effect until further orders.

  
13/2/2021  
(Umesh Kumar Bhatia)

Deputy Secretary to the Govt. of India

To,

1. All the Ministries/Departments, Government of India
2. PMO/Cabinet Secretariat
3. PS to Hon'ble MOS(PP)
4. PSO to Secretary(Personnel)
5. Sr. Tech. Dir., NIC, DoP&T

} For Information

