

Date: 08 October 2020

BUREAU OF INDIAN STANDARDS
(Administration Department)

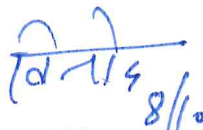
CIRCULAR

Subject: Preventive Measures to contain the spread of Novel Coronavirus (COVID-19) - Attendance of Central Government Officials – reg.

The Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Government of India vide their Office Memorandum F.No.11013/9/2014-Estt.A.III dated 7th October 2020 had decided as under for well-being of Government employees and regulating attendance of Central Government employees in offices with staggered timings:

- i. The Government servants at the level of Under Secretary and above to attend the offices on all working days and at least 50 % of the attendance is to be ensured in respect of the Government servants below the level of Under Secretary. The Head of the department (HoDs) may mandate the attendance more than 50% subject to public interest and thereby ensuring the maintenance social distancing under all circumstances. The officer/Staff residing in containment zone are exempted from attending the office till the containment zone gets de-notified and they shall work from home by being available on telephone and electronic mean of communication on all times.
 - ii. Person with Disabilities and Pregnant employees are shall continue to work from home till further order.
 - iii. Heads of the Departments (HoDs) shall ensure that the National Directives of COVID-19 management like maintaining social distancing norms, sanitization/cleaning of working places, wearing of masks, avoid crowding in corridors and to conduct meeting through video conferences as far as possible and personal meeting with visitors, unless necessary in public interest, are to be avoided.
2. All heads of BIS HQs/ROs/BOs/Labs/NITS are, therefore, requested to ensure compliance of the instructions containing in the enclosed Office Memorandum dated 07 October 2020.
3. This issues with the approval of Competent Authority.

Encl: as above


(Vinod Kumar)
Director (General Service)
as link officer of DRA

Our Ref: ADMN/02/62/2020

Circulated to all Department at HQs, ROs/BOs/Labs/NITS through BIS Intranet

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

North Block, New Delhi
Dated the 7th October, 2020

OFFICE MEMORANDUM

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

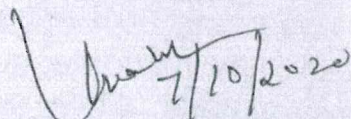
The undersigned is directed to refer to OM of even number dated the 5th June, 2020 reiterating, *inter alia*, the instructions/advisory issued vide OMs dated 17.3.2020, 18.5.2020 and 19.5.2020 for well-being of Government employees and regulating attendance of Central Government employees in offices with staggered timings. The matter has now been reviewed and it has been decided as under: -

- (a) The Government servants at the level of Under Secretary and above to attend offices on all working days.
- (b) As regards Government servants below the level of Under Secretary, at least 50% of attendance is to be ensured. The Heads of Department may mandate attendance of more than 50%, if required in public interest, while strictly ensuring that social distancing is maintained under all circumstances.
- (c) The officers/staff shall follow staggered timings to avoid over-crowding in offices/work places as indicated below.

9.00 a.m. to 5.30 p.m.
10.00 a.m. to 6.30 p.m.
- (d) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.

- (e) Those officers/staff who are not attending office shall work from home and they should be available on telephone and electronic means of communication at all times.
- (f) Persons with Disabilities and Pregnant women employees shall continue to work from home till further orders.
- (g) Heads of Departments shall ensure that the National Directives for the Covid-19 management, which include instructions issued for regular sanitization/cleaning of working places, maintenance of social distancing norms, wearing of masks etc. are strictly complied with. It may also be strictly ensured that there is no crowding in the corridors.
- (h) Meetings, 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.

2. The above instructions shall be in force with immediate effect until further orders. Biometric attendance shall continue to be suspended and physical attendance registers shall be maintained until further orders. The Heads of the Department may kindly ensure strict implementation of these instructions.


7/10/2020

(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
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