

भारतीय मानक ब्यूरो / BUREAU OF INDIAN STANDARDS

(प्रशासन विभाग / Administration Department)

परिपत्र / CIRCULAR

**Subject: (i) MHA's Order dated 27 December 2021;  
(ii) DoPT Office Memorandum dated 03 January 2022 for preventive measures to contain the spread of Novel Coronavirus(COVID-19) – Attendance of Central Government officials; and  
(iii) DoPT Office Memorandum dated 03 January 2022 for preventive measures to contain the spread of Novel Coronavirus(COVID-19) – Suspension of biometric attendance.**

This has reference to the Order ref. No. 40-3/2020-DM-I(A) dated 27 December 2021 issued by the Ministry of Home Affairs (MHA) and Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) and subsequent their Office Memorandums No. F.No. 11013/9/2014-Estt.A-III dated 03 January 2022 regarding Preventive measures to contain the spread of Novel Coronavirus(COVID-19) – Attendance of Central Government officials and other OM, Suspension of Biometric Attendance on the above subject (copies enclosed).

2. Above MHA's Order and DoPT's OMs have been intimated the initial signs of surge in cases of COVID-19 as well as increase detection of the Variant of Concern (VoC), 'Omicron' in different parts of the country, MoHFW vide D.O. letter No. Z.28015/318/21-EMR, dated 21<sup>st</sup> December, 2021, has issued an advisory to all the States and Union Territories (UTs), prescribing a normative framework for taking evidence based containment measures at district/local level as per Annexure-I, until 31.01.2022.

3. Above Order/OMs have been modified as per the BIS perspective. In this connection, all Heads of ROs/BOs/Labs/NITS including HQs are requested that the same may be strictly compliance in their Offices/Departments/Sections/Cell.

4. In addition to above, following guidelines/actions may also be informed to all officials for strict compliance:

- (i) Physical attendance of Government servants including contractual persons below the level of SO/PS or equivalent shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the Department concerned, under intimation to the Administration Department through e-mail only.
- (ii) All officers of the level of Group-A and above including Consultants etc. are to attend office on regular basis.
- (iii) Persons with Disabilities and pregnant women employee shall be exempted from attending office but are required to work from home.

- (iv) The biometric attendance system has suspended till further order and all the employees are required to mark their attendance in Attendance Registers to be maintained manually in their respective Departments/Sections.
- (v) PMWD to obtain proper approval before operating the centralized air-conditioning from the Competent Authority.
- (vi) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
  - a) 9.00 A.M to 5.30 P.M
  - b) 10.00 A.M. to 6.30 P.M.
- (vii) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified.
- (viii) Those officers/staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times.
- (ix) 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.
- (x) All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. proper wearing of facemask during the office hours compulsorily, frequent washing of hands/sanitization, observing social distancing at all times.
- (xi) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in their Departments/Sections, corridors, staircase, common parking areas, canteen and common area are to be strictly prohibited.
- (xii) All Officials of the Bureau are directed to ensure strict compliance of instructions like wearing face mask, observing social distancing and etc. in office hours on COVID-appropriate behavior issued by MHA, MoH&FW and DoPT from time to time.
- (xiii) Ensure 100% coverage of left out first and second dose eligible beneficiaries in an accelerated manner. Special focus to be given to those officials who have not taken the first & second dose so far, under the intimation to the Administration Department, BIS HQs before 10 January 2022 through e-mail.
- (xiv) All employees who are at a higher risk like pensioner and others those with underlying medical conditions like diabetes, heart ailments and other such diseases to take extra precautions.
- (xv) All officers/staff and family members living in staff quarters, visitors, labours of contractor, postage delivery boys etc.(including Canara Bank staffs and visitors) who attend the office or enters in BIS premises HQs shall cooperate and follow the following guidelines to reduce the COVID-19 infection:
  - a) Entry of outsiders /visitors to be curtailed appropriately.
  - b) Gym and other recreation rooms/activity shall be closed till further order.
  - c) Security Supervisor/personnel should ensure the compulsory thermal screening and sanitization at the entrance of the office and each employee

should self-monitor their health and report any illness at the earliest to the concerned Head of the Department.

- d) Reception officials to ensure outside visitors to wear facemask in proper manner and sanitization before making gate pass.
  - e) Housekeeping and security supervisor/security section personnel shall ensure the proper cleaning and frequent sanitization of workplace, common utility areas, particularly of the frequently touched surfaces etc.
- (xvi) Any staff reportedly suffering from flu-like illness may seek medical advice from local health authorities [e.g. CGHS wellness centre, medical attendance under CS (MA) etc.]. Such persons, if diagnosed, as a suspect/confirmed case of COVID-19 should immediately intimate to the Administration Department through email with COVID-19 & VoC positive report.
- (xvii) At HQs, if any officer/staff felt necessary, the part time Homeopathic Consultant/Doctor services are also available with nurse and requirement of oxygen concentrator will be issued as per the BIS guidelines and an oxygen gas cylinder will be issued on refilling charges.

5. In view of above, all ROs/BOs/Labs/CL/NITS may also follow the guidelines of local Authority of their States/UTs and also take appropriate decision(s), if required, by concerned DDGs and inform to DG Secretariat, under intimation to the Administration Department.

6. All the Department at HQs/ROs/BOs/Labs/CL/NITS are, therefore, requested to ensure the strict compliance of above Order.

7. This issues with the approval of Competent Authority.



(संदीप मीना)  
निदेशक (प्रशासन)

संदर्भ: प्रशासन/02/62/2022

Ref: ADMN/02/62/2022

बीआईएस इंटरनेट के माध्यम से क्षेत्रीय कार्यालयों /शाखा कार्यालयों /प्रयोगशालाओं/ एन.आई.टी.एस., मुख्यालय सहित को सूचनार्थ एवं अनुपालनार्थ परिचालित। Circulated to all ROs/BOs/Labs/NITS including HQ through BIS Intranet for information and compliance.

Copy to:

- (i) PS to DG
- (ii) PS to ADG
- (iii) PS to DDGA

No. 40-3/2020-DM-I(A)  
Government of India  
Ministry of Home Affairs

North Block, New Delhi-110001  
Dated 27<sup>th</sup> December, 2021

**ORDER**

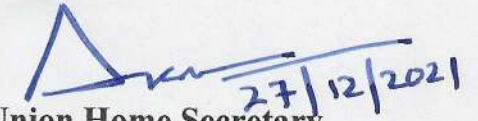
Whereas, an Order of even number dated 28<sup>th</sup> September 2021, was issued to ensure compliance with the containment measures for COVID-19, as conveyed *vide* Ministry of Health & Family Welfare (MoHFW) DO letter No. Z.28015/85/2021-DM Cell, dated 21<sup>st</sup> September, 2021, which was further extended for a period upto 31.12.2021 *vide* Order of even number, dated 30.11.2021;

And whereas, in view of the initial signs of surge in cases of COVID-19 as well as increased detection of the Variant of Concern (VoC), 'Omicron', in different parts of the country, MoHFW *vide* D.O. letter No. Z.28015/318/21-EMR, dated 21<sup>st</sup> December, 2021, has issued an advisory to all the States and Union Territories (UTs), prescribing a normative framework for taking evidence based containment measures at district/ local level;

Whereas, in exercise of the powers conferred under section 6(2)(i) of the Disaster Management Act, 2005 (DM Act), the National Disaster Management Authority (NDMA) has directed the undersigned to issue an Order, for containment of COVID-19 in the country;

Now, therefore, in exercise of the powers, conferred under Section 10(2)(l) of the DM Act, the undersigned, hereby directs the State/ UT Governments and State/ UT Authorities to consider implementation of the normative framework, as conveyed *vide* aforesaid MoHFW advisory, dated 21<sup>st</sup> December, 2021, as per **Annexure-I**, until 31.01.2022. States/ UTs will take necessary measures, under the relevant provisions of the DM Act. It is further directed that:

- (i) The National Directives for COVID-19 Management, as specified in **Annexure II**, shall continue to be strictly followed throughout the country.
- (ii) All the District Magistrates shall strictly enforce the above measures. For the enforcement of social distancing, State/ UT Governments may, as far as possible, use the provisions of Section 144 of the Criminal Procedure Code (CrPC) of 1973.
- (iii) Any person violating these measures will be liable to be proceeded against as per the provisions of Sections 51 to 60 of the DM Act, besides legal action under Section 188 of the IPC, and other legal provisions, as applicable.

  
27/12/2021  
Union Home Secretary

and, Chairperson, National Executive Committee (NEC)

**To:**

1. The Secretaries of Ministries/ Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories

(As per list attached)

**Copy to:**

- i. All Members of the National Executive Committee
- ii. Member Secretary, National Disaster Management Authority



राजेश भूषण, आईएएस  
सचिव

**RAJESH BHUSHAN, IAS**  
SECRETARY



भारत सरकार  
स्वास्थ्य एवं परिवार कल्याण विभाग  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय

Government of India  
Department of Health and Family Welfare  
Ministry of Health and Family Welfare

D.O.No.Z.28015/318/21-EMR  
21 December, 2021

*Dear Colleague,*

This is regarding the measures that need to be taken in view of initial signs of surge in cases of Covid-19 as well as increased detection of the Variant of Concern (VoC), 'Omicron' in different parts of the country.

2. In this context kindly recall this Ministry's earlier guidance shared with States/UTs on multiple occasions regarding the recommended strategies for containment and restrictions, keeping the District as a unit.

3. At the **district level** there should be constant review of emerging data regarding the population affected by COVID-19, geographical spread, hospital infrastructure and its utilization, manpower, notifying Containment Zones, enforcement of perimeter of containment zones etc. This evidence should be the basis for effective decision making at the district level itself. Such a strategy ensures that infection is contained at the local level itself before it spreads to other parts of the state.

4. The main elements of the framework to be used by States and UTs to facilitate decision making at the District Level are as follows:

- i) Test positivity of 10% or more in the last one week
- OR
- ii) Bed occupancy of 40% or more on oxygen supported or ICU beds

In case any one of these parameters are met in any District, district level containment measures and restrictions may be put in place forthwith. Equally important, the restrictions must be strictly enforced.

5. Based on current scientific evidence, the VOC Omicron is at least 3 times more transmissible than the Delta VOC. Besides, the Delta VOC is still present in different parts of the country. Hence, even greater foresight, data analysis, dynamic decision making and strict & prompt containment action is required at the local and district level. The decision making at the State/UT and district level must be very prompt and focussed.

6. The template above provides a normative framework. However, based on the **local situation** and population characteristics such as density etc., and keeping in mind the higher transmissibility of Omicron, States/UTs can take containment measures and restrictions **even before these thresholds** are reached.

7. Some of the **strategic areas of intervention** focusing on containment, test, track, surveillance, clinical management, vaccination and Covid Appropriate Behaviour to be taken up are as follows:

A -**Containment**: imposition of night curfew, strict regulation of large gatherings, curtailing numbers in marriages and funerals, restricting numbers in offices, industries, public transport etc. In case of all new clusters of Covid positive cases, prompt notification of "Containment Zones", "Buffer Zones" should be done, strict perimeter control of Containment Zone as per extant guidelines must be ensured. All cluster samples must be sent to INSACOG Labs for Genome Sequencing without delay.

B- **Testing and surveillance**: testing as per ICMR and MoHFW guidelines, door to door case search, testing of all SARI/ILI and vulnerable/co-morbid people, ensuring right proportion of RT-PCR tests in total tests being conducted daily, contact tracing of all Covid positive persons & their timely testing, utilizing the access to "AIR SUVIDHA" Portal by State Surveillance Officers (SSOs) & District Surveillance Officers (DSOs) to monitor the international passengers who have arrived in their States & Districts etc.

C- **Clinical Management**: increase bed capacity, other logistics like ambulances, mechanism for seamless shifting of patients, availability and operational readiness of oxygen equipments, buffer stock of drugs to be ensured by prompt utilization of Emergency Covid Response Package (ECRP-II) funds released by Central Government & other available resources etc. The existing National Clinical Management Protocol remains unchanged for Omicron.

Ensure stringent enforcement of home isolation as per extant guidelines. This would include among others: customized kit for persons undergoing home isolation, their regular monitoring through call centers as well as home visits etc. This will be a very critical activity in the days to come specially to ensure that persons under home isolation do not spread the virus to others in view of its higher transmissibility.

D- **Vaccination**: ensure 100% coverage of left out first and second dose eligible beneficiaries in an accelerated manner. Special focus to be given to those districts where the first & second dose coverage is less than the national average. The door-to-door vaccination campaign need to be strengthened.

E- **Community engagement and Covid Appropriate Behaviour**: Ensure advance engagement and information so that there is no misinformation or panic, transparent communication on hospital and testing infrastructure availability, regular press briefings etc. Participation of community backed by strict enforcement is necessary for ensuring Covid Appropriate Behaviour.

8. Kindly activate the War rooms/EOCs and keep analyzing all trends and surges, no matter how small and keep taking proactive action at the district/local level.

Regular reviews with field officers and proactive action in this regard will definitely control the spread of infection and flatten the curve.

*Warm Regards.*

Yours sincerely



(Rajesh Bhushan)

Chief Secretary/Administrator of all States / UTs

**NATIONAL DIRECTIVES FOR COVID-19 MANAGEMENT**

1. **Face covering:** Wearing of face cover is compulsory in public places; in workplaces; and during transport.
2. **Social distancing:** Individuals must maintain a minimum distance of 6 feet (*2 gaz ki doori*) in public places.

Shops will ensure physical distancing among customers.

3. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/ UT local authority in accordance with its laws, rules or regulations.

*Additional directives for Work Places*

4. **Work from home (WfH):** As far as possible the practice of WfH should be followed.
  5. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.
  6. **Screening & hygiene:** Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and of hand wash or sanitizer at exit points and common areas.
  7. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.
  8. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers and other staff.
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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 & Training  
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North Block, New Delhi

Dated the 3<sup>rd</sup> January, 2022.

OFFICE MEMORANDUM

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

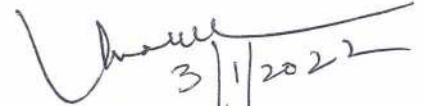
Reference : MHA Order No.40-3/2020-DM-I(A) dated the 27<sup>th</sup> December, 2021.

In view of the initial signs of surge in cases of COVID-19, the matter regulating attendance of Central Government employees has been reviewed and it has been decided as under, with immediate effect till 31<sup>st</sup> January, 2022 :-

- (i) Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the Departments concerned.
- (ii) All officers of the level of Under Secretary & above are to attend office on regular basis.
- (iii) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- (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) 10.00 A.M. to 6.30 P.M.
- (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 and working from home shall 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.
- (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-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time.



(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. PS to Hon'ble MoS(PP).
4. PSO to Secretary (Personnel).
5. Sr. Tech. Director, NIC, DoP&T – for uploading on website.

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 3<sup>rd</sup> January, 2022

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – suspension of biometric attendance regarding.

Reference: MHA Order No.40-3/2020-DM-I(A) dated 27<sup>th</sup> December, 2021.

The undersigned is directed to refer to this Department's OM of even number dated the 1.11.2021 regarding biometric attendance. The matter has been reviewed and, as a precautionary measure, it has been decided to suspend the marking of biometric attendance in Aadhar Based Biometric Attendance System in all Ministries/Departments of the Government of India, including its attached/subordinate offices, with immediate effect till 31<sup>st</sup> January, 2022. However, all the employees are required to mark their attendance in Attendance Registers to be maintained manually. All the Heads of Departments shall also continue to ensure that all employees wear masks, at all times, and follow COVID-appropriate behavior strictly.



(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, Director, NIC, DoP&T – for uploading.