

**भारतीय मानक ब्यूरो**  
(प्रशासन विभाग)

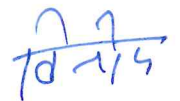
**परिपत्र**

**विषय: कोविड-19 के प्रसार को रोकने के लिए निवारक उपाय।**

उपर्युक्त विषय पर भारत सरकार के कार्मिक, लोक शिकायत और पेंशन मंत्रालय (डीओपीटी), द्वारा दिनांक 19 मार्च, 2020 को जारी किए गए कार्यालय ज्ञापन संख्या 11013/9/2014-स्था (ए-III) इसके साथ संलग्न है।

- उपर्युक्त कार्यालय ज्ञापन द्वारा संप्रेषित अनुदेशों के साथ-साथ सभी विभाग प्रमुखों (एचओडी) को सूचित किया जाता है कि वे सुनिश्चित करें कि हर रोज समूह ख एवं समूह ग स्टाफ में से 50% कार्यालय में उपस्थित हों, और शेष 50% स्टाफ को घर से कार्य करने के अनुदेश दिए जाएं। सभी विभाग प्रमुखों को समूह ख एवं समूह ग स्टाफ के लिए सप्ताहिक ड्यूटी रोस्टर तैयार करने की सलाह दी जाती है और तदनुसार वे कार्यालय में उपस्थित हों। पहले सप्ताह के लिए रोस्टर का निर्णय लेने के लिए विभाग प्रमुखों को सलाह दी जाती है कि अपने कार्यालय के निकटवर्ती रहने वाले या कार्यालय आने के लिए अपना वाहन प्रयोग करने वाले कर्मचारियों को इसमें शामिल करें।
- उक्त अनुदेश बीआईएस द्वारा नियुक्त संविदागत कर्मचारियों एवं अन्य जनशक्ति पर भी लागू होंगे।
- अतः मुख्यालय के सभी विभाग प्रमुखों/क्षे.का./शा.का./प्रयोगशालाओं/एनआईटीएस से अनुरोध है कि उपर्युक्त कार्यालय ज्ञापन में दिए गए समस्त अनुदेशों का कड़ाई से अनुपालन करना सुनिश्चित करें।
- यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जा रहा है।

अनुलग्नक: यथोपरि



(विनोद कुमार)

निदेशक (प्रशासन)

हमारा संदर्भ: प्रशा./09/04/2014

परिचालित: बीआईएस इंटरनेट के माध्यम से मुख्यालय के सभी विभाग प्रमुखों/क्षे.का./शा.का./प्रयोगशालाओं/एनआईटीएस

**BUREAU OF INDIAN STANDARDS**  
**(Administration Department)**

**CIRCULAR**

**Subject: Preventive measures to contain the spread of COVID19.**

Please find attached the Office Memorandum No. 11013/9/2014-Estt (A-III) dated 19 March 2020 issued by Ministry of Personnel, Public Grievances and Pensions (DoPT), Govt. of India on above subject.

2. The instructions communicated vide aforesaid O.M. inter alia states that Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office accordingly. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.

3. The above said instructions shall also be applicable for contractual workers and other manpower engaged by BIS.

4. HoDs of all the departments at HQs /ROs/BOs/Labs/NITS are therefore, requested to ensure strict compliance of the instructions containing in the above Office Memorandum.

5. This issues with the approval of Competent Authority.

Encl: as above



(Vinod Kumar)  
Director (Administration)

Our Ref: ADMN/09/04/2014

Circulated to: All Departments at HQs/ROs/BOs/Labs/NITS etc. through BIS Intranet.

**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-110001

Dated the 19<sup>th</sup> March, 2020

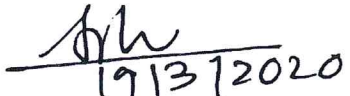
**OFFICE MEMORANDUM**

**Sub: Preventive measures to contain the spread of COVID19.**

In continuation of this Department OM of even no. dated 17<sup>th</sup> March, 2020 (Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
  - (a) 9 AM to 5.30 PM
  - (b) 9.30 AM to 6 PM
  - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day 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.

- (iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (vi) These instructions **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.
- (vii) These orders shall be applicable with immediate effect and will remain in force till 4<sup>th</sup> April, 2020.

  
19/3/2020  
**(Sujata Chaturvedi)**

Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT