

**SOUTHERN RAILWAY**

**Office of the Principal Chief Personnel Officer**  
**Headquarters, Personnel Department, Chennai-600003**

सं/No: P(R)436/P/Misc/Vol.IV

Dated: 06.02.2022

**All Concerned**

विषय /Sub: **Preventive measures to control the spread of Novel Corona virus (COVID-19) – Attendance of Central Government officials-reg**

संदर्भ /Ref: Railway Board letter No.E(G)2021/CL 4/3 dated 01.02.2022



In continuance of instructions circulated vide PBC No 03/2022 dated 07.01.2022, please find a copy of latest Railway Board's letter cited in reference. In view of the prevailing COVID situation, all the instructions (incl SI No.10) that need to be followed by administrative offices in **Chennai Area** are extended upto **15<sup>th</sup> Feb 2022** or till further orders, whichever is earlier.

2. All concerned officials may take note of this and are requested to implement the above instructions (PBC 03/2022) in letter and spirit.



**Deputy Chief Personnel Officer/Co-ord  
For General Manager (P)**

**Encl: 05 Pages**

Copy to: The General Secretary/SRMU  
The General Secretary/AISCTREA  
The General Secretary/AIOBCREA  
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website

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

No.2020//E(LL)/HER/3

New Delhi, dated 01/02/2022

**The General Managers/DGs/CAOs,  
All Zonal Railways & Production Units,  
All Centralised Training Institute,  
CORE, Metro & RDSO.**

**CMDs/MDs  
Public Sector Undertakings,  
(Indian Railways)**

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

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

In continuation of Board's letter referred above, please find enclosed copy of Office Memorandum bearing number **11013/9/2014-Estt.A.III dated 31.01.2022** issued by Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) on the above noted subject.

2. All concerned GMs/DGs are requested to implement the above instructions in letter and spirit.

3 These instructions will be valid till 15<sup>th</sup> February, 2022 or till further orders, whichever is earlier.

DA: As above.

  
**(Praveen Kumar)  
Director Estt.(LL)  
Railway Board**

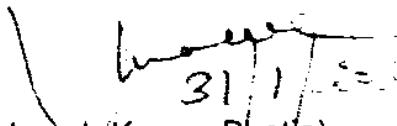
F.No.11013/9/2014-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated the 31<sup>st</sup> January, 2022

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 this Department's OM of even number dated the 3.1.2022 (copy enclosed) on the above-mentioned subject and to state that the instructions issued vide the said OM will remain in force upto 15th February, 2022 or till further orders, whichever is earlier.

  
31/1/22

(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.

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.

  
3/1/2022  
(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.

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)(1) 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.

  
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)