

F. No. 43020/07/2020-Ad.I
Bharat Sarkar/Government of India
Grih Mantralaya/Ministry of Home Affairs

North Block, New Delhi,
Dated 15th April, 2021

OFFICE MEMORANDUM

Subject : Preventive measures to contain the spread of COVID-19 - reg.

In view of the unprecedented rise in the numbers of Covid-19 cases in Delhi, it has been decided to take measures to prevent its spread. Accordingly, following instructions / guidelines are issued for strict compliance :-

- (a) Officers of the level of Under Secretary or equivalent and below be allowed to work from home also and their physical attendance in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned Divisional / Wing Heads. Individual Wing Heads can, however, call for more than 50% physical attendance of any of the categories of officials in their wings, if required on administrative grounds.
- (b) All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.
- (c) All officers who attend office can stagger timings (with entry into the office spread between 9:00 AM – 10:00 AM with corresponding office exit timings). This will also avoid rush in commuting, as also in lifts & corridors. Roster system by Divisional / Wing Heads to take care of this aspect.
- (d) All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronics means of communication at all times from their residence and work from home.
- (e) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- (f) All officials who attend office shall strictly follow Covid appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- (g) Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
- (h) Meetings, as far as possible, to be conducted through video-conferencing.

(g) Entry of outsiders/visitors to be curtailed appropriately.

(h) All employees of the age of 45 years and above are advised to get themselves vaccinated.

2. The above instructions / guidelines shall come into effect immediately and **will remain in force until 30.04.2021 or further orders, whichever is earlier.**


15/4/21.

**Under Secretary to the Govt. of India
Tele. No. 23094008**

To

All Joint Secretary and above level officers in MHA and Department of Official Language

Copy to:

- (i) All officers/Sections/Desks of MHA(P)/DOL/DoJ including personal establishment of ministers.
- (ii) SO(IT), MHA for uploading the OM on e-office portal of MHA.