



दिल्ली विकास प्राधिकरण  
DELHI DEVELOPMENT AUTHORITY  
नीति एवं समन्वय (कार्मिक)  
POLICY & COORDINATION (PERSONNEL)

No.: PERS/PACP/0005/2020/F5/-AD-P C(P)/37

Date: 19/02/2021

**CIRCULAR**

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

The Competent Authority has been pleased to adopt the guidelines issued by the DoPT vide OM No.11013/9/2014-Estt.A.III dated 13.02.2021 (copy enclosed) regarding attendance of officers/officials. Consequently, officers/officials at all levels shall attend office on all working days without any exemption to any category of employees.

All the HoDs are requested to ensure adherence to the said guidelines by all the officers/officials in various offices of DDA. Further, staggered timings of working hours in the offices at Vikas Sadan and Vikas Minar i.e., 09:00 A.M. to 05:30 P.M., 09:30 A.M. to 06:00 P.M. and 10:00 A.M. to 06:30 P.M., circulated vide this office's Circular No. F4(35)2011/P&C(P)/Pt.VII/69 dated 19.03.2020, shall continue to be followed.

**Encl.: A/a**

(I.M. Khan)  
Director (P)-II

**All the HoDs**

Copy to:

1. Director (Systems), with request to upload the Circular on DDA's website under Employees' Corner and also on eOffice Notice Board

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

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North Block, New Delhi  
Dated the 13<sup>th</sup> February, 2021

**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 7<sup>th</sup> October, 2020 whereby orders regulating the attendance of Central Government employees were issued.

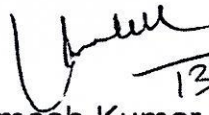
2. Ministry of Home Affairs has issued detailed guidelines on containment of COVID-19 on 27<sup>th</sup> January, 2021, in order to maintain caution and to strictly follow the prescribed containment strategy, focussed on surveillance, containment, caution and strict observance of the guidelines. In view of this, the matter has now been re-considered and it has been decided as under :-

- (a) The Government servants at all levels are to attend office on all working days without any exemption to any category of employees.
- (b) The officers/staff shall follow staggered timings to avoid overcrowding in offices/workplaces as decided by the Heads of Department.
- (c) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified. These officers/staff who are residing in the Containment Zone shall work from home and shall be available on telephone and electronic means of communications at all times.
- (e) Biometric attendance shall continue to be suspended until further orders.

- (f) Meetings, as far as possible, may continue to be conducted with video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.

3. A Standard Operating Procedure (SoP) on preventive measures to contain spread of COVID-19 in offices, issued by the Ministry of Health & Family Welfare on 13.2.2021, is also available at <https://www.mohfw.gov.in/pdf/SOPonpreventivemeasurestocontainspreadofCOVID19inoffices.pdf> . All Ministries/Departments/Offices as well as the Central Government employees are directed to ensure strict compliance of instructions issued by MHA, Ministry of Health & Family Welfare and DoP&T, from time to time, on regular sanitization/cleaning of workplaces, maintenance of social distancing norms, wearing of masks and health & hygiene practices etc.

4 The above instructions shall be in force with immediate effect until further orders.

  
13/2/2021  
(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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