

F.No A-50013/67/2020-Admn
Government of India
Ministry of Jal Shakti
Department of Water Resources, River Development & Ganga Rejuvenation

Shram Shakti Bhawan, New Delhi
Dated the 17th June, 2020

OFFICE MEMORANDUM

Sub: Preventive Measures to tackle Covid-19 pandemic – Attendance – reg.

It has been observed that the presence of large number of officers and staff (regular, contractual and outsourced), across all Ministries/Departments situated at Shram Shakti Bhawan, has led to an increase in the number of Covid-19 positive cases in the building, with all ranks of officers and staff getting infected. Social distancing is the key to break the chain and any slackness in maintaining it runs the risk of spreading the infection.

2. In recent past, with increasing infections, there have been regular sealing of wings and offices across various floors in the building. Ministry of Home Affairs order dated 30.05.2020 mandating work from home (WFH) as far as possible is a sound practice to adopt.

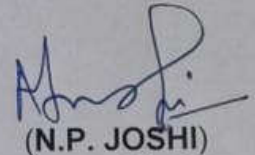
3. It has been decided to adopt the following preventive measures to tackle Covid19 pandemic with immediate effect:

- i. Each Divisional Head of this Ministry will ensure that no more than 33% of the personnel below DS/Dir level are called to office on a particular day including the personal staff of the Bureau Head and DS/Dir.
- ii. Not more than 50% of the officers of the rank of Deputy Secretary and Director will attend office on a given day on functional requirement.
- iii. Staff rotation for purposes of attendance will be done on a weekly basis.
- iv. All personnel (of any level), who suffer from co-morbidities (e.g. diabetes, hypertension, asthma, etc) and persons with disabilities, can request for permission to work from home.
- v. Personnel living in containment zones and in areas which have travel restriction will not come to office.
- vi. Any official suffering from fever or cough and those having warnings of "High Risk" or "Moderate risk" in the Aarogyasetu App calculated based on bluetoothproximity should stay at home and follow self isolation protocols.

- vii. All the officers/officials who are working from home should be available on telephone and through electronic means of communication as required.
- viii. Visitor's passes will not be made till further orders.

4. The above is also applicable to all other organizations, whether attached offices, societies, autonomous etc., under the Department of Water Resources, River Development and Ganga rejuvenation. Heads of all organizations are also advised to adhere to the rules/regulation/guidelines issued by state governments/local authorities in this regards.

5. This issues with the approval of the competent authority.



(N.P. JOSHI)

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To

1. All Wing Heads/ Division Heads/ Branch Heads/ Section In-charges/ Units-in-charge
2. Heads of all organisations under DoWR, RD&GR.
3. Director (Coordination), D/o WR, RD & GR –for wide circulation amongst all organisations.
4. For uploading on Intranet of the Department.

Copy to:

1. PS to Hon'ble Minister (Jal Shakti)
2. PS to Hon'ble Minister of State (Jal Shakti)
3. PPS to Secretary (WR, RD & GR)/ PS to DG(NMCG)/PPS to Additional Secretary (WR, RD & GR)/ Sr.PPS to ADG(MI Stats).
4. PPS to JS (Admn.)/ PPS to JS (IC & GW)/ PPS to JS & FA, DoWR, RD & GR