

Dated 16<sup>th</sup> April, 2021

OFFICE MEMORANDUM

**Subject: Preventive measures to contain the spread of COVID-19 –  
regarding.**

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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 behaviors 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.


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16/04/21  
Anil Kumar Singh  
Under Secretary to Government

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- (h) Meetings, as far as possible, to be conducted through video-conferencing.
- (i) Entry of outsiders/visitors to be curtailed appropriately.
- (j) 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.

  
(Ajay Kumar Gaur)  
Under Secretary to the Govt. of India  
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To

All Joint Secretary and above level Officers in DoD (including Defence Finance) / DMA / DDP / DESW / DDR&D

Copy to:-

- (i) PS to RM/PS to RRM.
- (ii) Sr.PPS to Defence Secretary / PS to Secretary, DMA / Sr.PPS to Secretary, DESW / PPS to Secretary, DDP / SO to Secretary, DR&D / PPS to Special Secretary (JN) / PPS to FA(DS).
- (iii) All officers & staff in DoD (including Defence Finance) / DMA / DDP / DESW / DR&D.
- (iv) Sr. Tech Director, NIC, MoD.
- (v) US (IT), DoD, MoD with the request to arrange for uploading in the Ministry's website.
- (vi) Guard File.