

F.No 8(2)/2020-DMA(Est)

Govt of India

Ministry of Defence

(Department of military affairs)

Dated the 24th April, 2020

OFFICE ORDER

In partial modification of this Ministry's Office order of even number dated 16<sup>th</sup> April, 2020 (copy enclosed) , in the light of DoPT's OM dated 23.04.2020(copy enclosed), it has been decided that all officers of the level of Deputy Secretaries & above are to function with 100% attendance while 33% of the remaining officer/staff are to attend offices as per requirement for which a roster of duties need to be made by respective Wing/Divisional Heads during the lock-down period upto 03.05.2020, keeping in mind the location of the residence i.e whether it is falling under the hot spots/containment zones/quarantined, availability of own transport, their health condition (diabetes, heart disease, lung disease etc) and the social distancing norms in the office.

2. This issues with the approval of Competent authority.

Encl: as above.

*SD*  
*24.04.2020*

(Suman Parmar)

US(Estt)

Joint Secretary, Estt & Coord, Parl & Works, Army, Navy & Airforce, DMA

DS(Pers)/DS(ROG/Stat)

All Officers/Officials of DMA.

NIC- For uploading the order in the Website.

Copy to: DA to CDS/PSO to JS(E & C)/SO to AS(TS)

F.No 8(2)/2020-DMA(Est)

Govt of India

Ministry of Defence


(Department of military affairs)

Dated the 16<sup>th</sup> April, 2020

OFFICE ORDER

As per the directions issued by the Ministry of Home Affairs (MHA) vide their ORDER (NO.40-3/2020-DM-I(A) dated 15<sup>th</sup> April, 2020 (copy enclosed) for the strict implementation of consolidated revised guidelines during the lockdown period, the Department of Military Affairs will remain open without any restriction during the lockdown period w.e.f 20<sup>th</sup> April, subject to compliance of all instructions contained therein in the said Order of MHA. Accordingly, all officers and staff of D/o Military Affairs are advised to follow these orders scrupulously.

2. This issues with the approval of JS(E & C).

  
16.04.2020  
(Suman Parmar)

US(Estt)

Joint Secretary, Estt & Coord, Parl & Works, Army, Navy & Airforce, DMA

DS(Pers)/DS(ROG/Stat)

All Officers/Officials of DMA.

Copy to: DA to CDS/PSO to JS(E & C)/SO to AS(TS)

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

North Block, New Delhi.  
Dated the 23 April, 2020

**OFFICE MEMORANDUM**

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

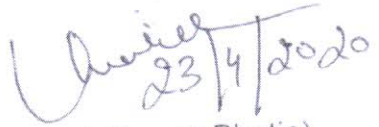
The undersigned is directed to refer to O.M of even number dated 17<sup>th</sup> March, 2020 on the above-mentioned subject. The Ministry of Home Affairs (MHA) vide its Order dated 15.4.2020 has now extended the nationwide lockdown till 3<sup>rd</sup> May, 2020 to contain spread of Coronavirus in the country and has issued the consolidated revised guidelines for strict compliance. Para 18(ii) of these consolidated revised guidelines, inter-alia, provide that all officers of the level of Deputy Secretaries & above are to function with 100% attendance while 33% of the remaining officers/staff are to attend offices as per requirement.

2. The spirit of the guidelines is that crowding in the offices may be avoided and safe social distancing norms may be maintained. It is, however, seen that in some Ministries/ Departments, more than 1/3<sup>rd</sup> of officials /staff below Deputy Secretary level are being called to offices. This might lead to undesirable crowding in the office jeopardizing the preventive measures in place for containing the spread of COVID-19.

3. It is reiterated that guidelines for attendance for officers/staff at levels below Deputy Secretary, be strictly followed. Heads of Departments (HoDs) may also direct their officers/staff to attend office in staggered timings to further avoid crowding in offices/work spaces. As suggested vide O.M. of even number dated 19<sup>th</sup> March, 2020, the staggered timings may be as follows :-

- (a) 9.00 a.m. to 5.30 p.m.
- (b) 9.30 a.m. to 6.00 p.m.
- (c) 10 a.m. to 6.30 p.m.

Suitable Roster may, accordingly, be drawn up by the Heads of Department. Needless to say that officials/staff working from home on a particular day should be available on telephone and electronic means of communications at all times. They should attend office, if called for any exigencies of work.

  
23/4/2020

(Umesh Kumar Bhatia)  
Deputy Secretary to the Govt. of India

To

1. All Ministries / Departments of the Government of India.
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary (Personnel)
5. PS to JS(L&A), DoPT
6. Sr. Technical Director, NIC, DoPT