

F.No.8(2)/2020-DME(Est.)
Government of India
Ministry of Defence
(Department of military affairs)

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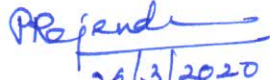
Dated:26/03/2020

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

In partial modification of this Department's ID note of even number dated 23.03.2020 on the above cited subject and in pursuance of DoPT's O.M dated 25.03.2020 (copy enclosed) and in order to ensure smooth functioning of DMA during the period of lock down on account of containing the spread of COVID 19, it has been decided that all the Joint Secretaries in DMA may draw a roster of officers/officials in their wing, whose services are absolutely necessary to carry out additional essential services during the period of lock down positively by today. A copy of the same may be endorsed to JS(Estt & Coord) on his email id " jsg@ nic.in".

2. The instructions of DOP&T regarding authorisation letter from DCP may be followed so that the staff on duty are able to attend office without any disruption. All the Joint Secretaries are requested to ensure that the authorisation letter should be issued on need basis and there should not be any misuse of it. These authorisation letters will be valid only during office hours.
3. All the officers/ officials will work from home and should be available on telephone and electronic means of communication at all times.
4. This issues with the approval of Joint Secretary (Est. & Coord).

Encl: As above


26/3/2020
(Poornima Rajendran)
Deputy Secretary (Coord & Estt.)
Tele No. 23011593

To

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

DS(Pers)/DS(ROG/Stat)

All officers/ officials of DMA.

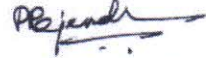
Copyto: DA to CDS/ PSO to JS(E & C)/SO to AS(TS).

MINISTRY OF DEFENCE
DEPARTMENT OF MILITARY AFFAIRS
ESTABLISHMENT SECTION

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

Pursuant to DoP & T's O.M. No.11013/9/2014-Estt(A-III) dated 22.3.2020 on the above cited subject(copy enclosed for ready reference) it is hereby directed that all the CSS/CSSS officers/officials of DMA are requested to adhere to the Govt. of India guidelines in letter and spirit. Except for officers/officials engaged in essential services all others are directed not to attend office from 23rd March to 31st March,2020.

2. However all the officers/officials are requested to be available on telephone and electronic means of communication at all times.



(Poornima Rajendran)
Deputy Secretary(Estt)

23011593

Encl: As above.

All the officers/officials of DMA.

MoD ID Note No.08(02)/Estt/2020 /DMA dated 23.3.2020

F. No.11013/9/2014-Estt-(A-III)

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi
Dated 22.03.2020

OFFICE MEMORANDUM

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

In supersession of this Department's OMI of even no. dated 19.03.2020 and 20.03.2020, the following further instructions are issued:

- (i) Heads of Department (HoDs) may draw up a Roster of Staff (all officers and employees, including consultants/ contract and outsourced employees), who are required to render essential services within each Department. They alone may be asked to attend office from 23rd March until 31st March 2020. In other words, the Office should function with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.
- (ii) Similar instructions should be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (iii) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (iv) These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19.

2. These instructions shall be applicable with immediate effect.


22/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India.

To

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

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

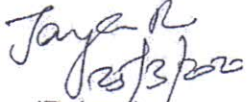
North Block, New Delhi
Dated 25.03.2020

OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19

Guidelines have been issued by the Ministry of Home Affairs pursuant to a decision to impose a complete lock-down in view of the threat posed by the spread of COVID 19. Certain Offices have been given exemption from the lock-down. Keeping in view the exigencies that have arisen in various Departments not exempted under the guidelines, and in partial modification of this Department OM of even no. 22nd March, 2020, the following instructions are issued:

- (i) Heads of Department may draw up a list of staff that are **absolutely necessary** to carry out additional essential services within the Department.
- (ii) The list of such employees may be communicated by email to Sh Eish Singal, Deputy Commissioner of Police (DCP), New Delhi District at the following mail id
dcp.nd@delhipolice.gov.in
dcp-newdelhi-dl@nic.in
- (iii) Authorization letter will be issued by the DCP by return mail.
- (iv) Print-out of this authorization letter should be made available to the staff concerned.
- (v) The staff should be instructed to carry a copy of this print-out along with their official ID Cards while coming to the Office.
- (vi) The remaining staff should be asked to work from home.
- (vii) These instructions shall be applicable with immediate effect.


(R.Jaya)

Joint Secretary to the Government of India

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