



राष्ट्रीय जल विकास अभिकरण

जल शक्ति मंत्रालय, भारत सरकार

(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)

National Water Development Agency

Ministry of Jal Shakti, Government of India

(Department of Water Resources, River Development and Ganga Rejuvenation)



No. 10/5/2020-Admn. 1689

Dated: 19th March, 2020

Office Memorandum

Sub: Preventive measures to contain the spread of Novel Corona Virus (COVID19) reg.

Please find enclosed a copy of Ministry of Personnel, Public Grievances and Pensions/ DoPT's OM No. 11013/9/204-Estt(A-III) Dated 19 March, 2020 on the subject matter for strict compliance in your office.

It is directed that concerned office heads in field and unit heads in Hqrs may draw a weekly roster of duty for Group 'B' and Group 'C' staff according to the requirement.

These Orders are to be implemented w.e.f. 20.03.2020.

Encl.: a/a

To


(Rajesh Kumar)
Deputy Director (Admn.)

1. The Chief Engineer (South/North), NWDA, Hyderabad/ Lucknow.
2. Director (Technical/ Finance/ MDU/Admn.), NWDA, Saket/ Palika Bhawan, New Delhi.
3. All Superintending Engineers, NWDA.
4. All Executive Engineers, NWDA.
5. Assistant Engineer, ISD, NWDA, Rajahmundry/ Ranchi/ Jaipur.
- ✓ 6. Webmaster, NWDA, Saket, New Delhi.

Copy to

1. SPS to DG, NWDA, Saket, New Delhi.
2. P.S. to CE (Hqs), NWDA Saket, New Delhi.



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-110001

Dated the 19th March, 2020

OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
 - (a) 9 AM to 5.30 PM
 - (b) 9.30 AM to 6 PM
 - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

