

भारत सरकार **GOVERNMENT OF INDIA**  
रेल मंत्रालय **MINISTRY OF RAILWAYS**  
रेलवे बोर्ड (RAILWAY BOARD)

**Office Order No. 40 of 2020**

**Sub: Preventive Measures to contain the spread of COVID-19---  
Officials residing at Containment Zone/ suffering from Covid  
related symptoms**

Attention is invited to Office Orders No 32 & 33 of 2020 containing instructions regarding reporting of Officials in Board's Office during lock down period. In these instructions it has been advised that Officials residing in Containment Zones as demarcated by states/district administration will not attend Office.

2. Officials who are residing in containment zones / or suffering from any flu/Covid related symptoms are therefore advised to submit a '*self declaration*' to this effect to their reporting Officers concerned and G/Acc branch. The concerned *Branch in charge* may also review the status in respect of their branches/Directorates.

3. All Controlling Officers may ensure the above and closely monitor the status of Officials working in their respective Directorates on daily basis as precautionary measures to prevent the spread of Corona virus in Board's Office. Further, the Controlling Officers may also inform the administration immediately upon coming to know about any of their Officials suffering from Covid related symptoms or are reporting to office from containment zones. Suitable directive may be issued to subordinate officials in this regard.

4. Strict compliance of above instructions is solicited by all concerned.

**No. 2020/O&M/9/1**

**Dated: 25 .05.2020**



**(B. Majumdar)**

**Joint Secretary/Railway Board**

**All Officers and Staff of Board's Office/Metro Bhawan, Pragati Maidan and at  
Dayabasti, New Delhi.**

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