

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

Office Order No. 47 of 2020

Sub : Preventive Measures to contain the spread of COVID-19

Attention is invited to Office Order No. 45 of 2020 containing detailed guidelines on measures to contain the spread of COVID-19 amongst officials in Board's Office. Keeping in view the rise in number of officials testing COVID positive, it has been decided with the approval of the competent authority to regulate reporting of Officials in Board's Office as follows until further orders:-

- a) All Officers of the level of Executive Director/Joint Secretary and above shall attend office on all working days;
- b) Officers of the level of JD and Director, shall attend office upto 50% on any given day on functional requirement as decided by the Controlling Officer;
- c) For other Officers/staff below JD level, HODs of branches shall prepare roster so as to ensure that 33% of Officers and staff attend office with staggered timings;
- d) The duty roster in respect of personal staff attached with Officers i.e., PSO, Sr.PPS, PPS, PS, PA/Steno and MTS shall be prepared by the respective officer or Senior most personal staff, keeping in view the minimum functional requirement;
- e) All Officials not reporting to office, are to work from home and are to be available at all times on phone and other electronic means of communication.

1.1 Other guidelines as contained in Office Order No. 45 of 2020 would continue with no change.

2. All concerned to ensure strict compliance of above instructions and also of Office Order No. 45 of 2020 in letter and spirit.



(B.Majumdar)
Joint Secretary/Railway Board

E.No.2020/O&M/9/1
Dated: 17/06/2020

All Officers and Branches in Board's office, Metro Bhawan, Pragati Maidan and at Dayabasti, New Delhi.