

भारत सरकार Government of India  
रेल मंत्रालय Ministry of Railways  
रेलवे बोर्ड (Railway Board)

**Office Order No. 29 of 2021**

**Sub: Preventive Measures to contain the spread of Novel Corona virus COVID-19-Regarding Attendance/reporting of Officials**

**Ref: Office Order No. 27 of 2021**

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Attention is invited to Office Order No. 27 of 2021 regarding reporting of officials in accordance with DOP&T's OM dated 06.05.2021 & 28.05.2021. DOP&T vide OM dated 14<sup>th</sup> June, 2021(copy enclosed) has now decided to revise the instructions in respect of reporting of Officials. These instructions would now be applicable mutatis mutandis in respect of Officers/Staff working in Ministry of Railways, Railway Board till 30.06.2021 or until further orders from DOP&T whichever is earlier.

2. Accordingly, following are to be strictly complied with by all Officials working in Board's Office:-

i) All Officials of the level of Senior Scale and above are to attend office on all working days and other officials (i.e. below Senior Scale) are to work with 50% attendance from office so as to ensure that 50% of staff work from office and balance 50% from home. However, in case of exigencies/ensuring timely submission/completion of work officials beyond 50% or as per functional requirement are to work from office.

ii) Employees with disabilities and Pregnant women would continue to be exempted from attending office, they may be allowed to work from home till further orders.

iii) All Officers/staff shall follow staggered timings to avoid over-crowding in office and workplace.

iv) Officials not reporting to office as per roster or residing at containment zone or not reporting to office because of COVID positive patient sharing residence are to work from home and be available on telephone and other electronic means of communication at all times.

3. All Officials are required to follow the COVID appropriate behaviours as brought out from time to time by M/o Health & Family Welfare, MHA & DOP&T like wearing of masks at all times, social distancing, use of sanitizer, avoiding crowd at common areas/lifts/staircase/corridors, meetings through Video Conferencing etc.



(B.Majumdar)

Joint Secretary/ Railway Board

E No.2021/O&M/9/1

Dated: 18.06.2021

All Officers and Staff of Board's Office and at Dayabasti, New Delhi.

F.No.11013/9/2014-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
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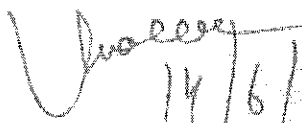
North Block, New Delhi  
Dated the 14<sup>th</sup> June, 2021

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Attendance of Central Government officials regarding


The undersigned is directed to refer this Department's OMs of even number dated the 6<sup>th</sup> May, 2021 and 28<sup>th</sup> May, 2021, mandating the Secretaries/HoDs of the Ministries/Departments/Offices to regulate the attendance of their staff, keeping in view the COVID-positive cases and functional requirements in their offices. These orders are currently in operation till 15<sup>th</sup> June, 2021 or until further orders, whichever is earlier. In view of the fact that number of COVID cases and positivity rate have reduced considerably, the matter has been considered again and decided as under :-

- (i) All Government servants at the level of Under Secretary and above to attend office on all working days.
- (ii) As regards Government servants of the level below Under Secretaries, 50% of such officials shall attend office on any working day and the remaining 50% shall work from home.
- (iii) Persons with Disabilities and Pregnant women employees shall continue to be exempted from attending office but are required to work from home till further orders.
- (iv) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicted below:
  - (a) 9.00 A.M. to 5.30. P.M.
  - (b) 9.30 AM to 6.00 PM
  - (c) 10.00 A.M. to 6.30 P.M.

  
14/6/2021

- (v) All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
- (vi) Those officers/ staff who are not attending office shall work from home and they should be available on telephone and other electronic means of communication at all times.
- (vii) Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (viii) All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times and any laxity in this regard shall be viewed very seriously.
- (ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

2. All Ministries/ Departments / Offices as well as the Central Government employees are directed to ensure strict compliance of instructions on Covid A appropriate Behavior issued by MHA, MoH&FW and DoP&T from time to time. The above instructions shall be in force w.e.f. 16-06-2021 until 30-06-2021, or until further orders, whichever is earlier. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.

  
(Umesh Kumar Bhatia)  
Deputy Secretary to the Government of India  
Tel 2309 4471

To

1. All the Ministries/Departments, Government of India
2. PMO / Cabinet Secretariat.
3. Director (Canteen), DoPT
4. PS to Hon'ble MoS(PP).
5. PSO to Secretary (Personnel).
6. Sr. Tech. Director, NIC, DoP&T - for uploading on website.